

PRIVACY STATEMENT (HOW WE USE YOUR PERSONAL DATA)

The name of our business is D C Anderson.

The person within the business responsible for data protection is the proprietor, Alastair Anderson.

We hold and use personal data for legitimate interests associated with the operation of our property management business and to enable compliance with the law. Where appropriate, personal data (in particular, names and contact details [including email addresses and mobile phone numbers]) provided to us will be shared within our business; between our clients (the owners of the properties) and their tenants; and, for legitimate interest purposes only, with people and/or organisations outside our business, such as: -

- Referencing Agencies
- Our suppliers and contractors (most notably, for repair and maintenance works)
- The Local Authority, their agents and agencies
- National Government, their agents and agencies
- The Police and other emergency services and public service providers
- HM Revenue & Customs
- Utility companies
- Members of the legal profession, tribunals and courts
- Tracing Agencies
- Insurance Companies

The personal data we hold will normally have been obtained directly from the person concerned, in the case of tenants from completed application forms and references. Occasionally we may also receive personal data from other, external, sources.

Where personal data has been submitted as part of an application which has not led to an agreement or tenancy, we will either return it to the applicant or destroy it within seven days of it no longer being required, unless requested to do otherwise by the applicant.

Personal data will be retained throughout the course of any agreement or tenancy, after which, relevant data will be retained for up to 6 years, and then destroyed.

Any requests to delete, update or correct personal data, or to find out what data we hold on you, should be made directly to this office, either in person, by telephone to 0115 9502326, or by email to dcandersonpropertymanagement@dcanderson.uk.

If you have any concerns about the way we use or have used your personal data, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113 or via their website at <https://ico.org.uk>.