

# CITY PROPERTY LETS

## How we use your personal data

### Guarantor Information

#### Our use of your data

City Property Lets has been provided your name and contact information by a prospective tenant who has named you as their guarantor. We use this data to set up a tenancy and manage our properties.

You are not obliged to act as a guarantor, and you may withdraw your consent to us holding your data before the tenancy begins. In this case the tenant will be required to find another guarantor and your data will not be used by us again.

#### What data do we collect?

City Property Lets requires personal data such as your name and contact details. No sensitive data will be collected. Bank details are not required, and credit checks are not carried out against you. No automatic processing is involved; our employees will make a determination about whether the tenancy can proceed.

#### How is your data used?

Our employees will use your contact details to set up a tenancy. We may also use your contact details to discuss the property with you in cases where the tenants are not available or are in arrears. This information is kept either to fulfil legal requirements or contractual ones associated with the tenancy.

We do not use your data for marketing, and we do not pass it on to third parties for marketing purposes.

#### Access to your data

If any of the data we hold about you is incorrect, please contact us and we will amend it. You are also free to ask about the data we hold on your file. It will be maintained for a maximum of seven years after the relevant tenancy ends, for accounting reasons.

Any concerns you have may be raised in the first place with us at [wendy@citypropertylets.co.uk](mailto:wendy@citypropertylets.co.uk), but you are also free to escalate them to the Information Commissioners' Office.

#### Contact us

If you want to discuss our data protection policies, you can contact us on the following:

**Phone:** 0117 908 0062

**Email:** [wendy@citypropertylets.co.uk](mailto:wendy@citypropertylets.co.uk)

**Web:** [www.city-property-lets.co.uk](http://www.city-property-lets.co.uk)

Or, if you are in the Bristol area, feel free to visit our office at 58 Gloucester Road, Bishopston. Our staff are happy to discuss any concerns you may have.

**CITY PROPERTY LETS**  
**58 Gloucester Rd**  
**Bristol**  
**BS7 8BH**

