

CITY PROPERTY LETS

How we use your personal data

Landlord Information

Our use of your data

City Property Lets requires your data in order to manage your properties as instructed.

You have the right to withdraw consent to us holding your data, in which case we would be unable to manage your properties, but your data would not be used again.

What data do we collect?

City Property Lets will require personal data such as your name, contact details and payment information.

No automatic processing is involved. Our employees and contractors will handle any management issues personally and on a case by case basis.

How is your data used?

Our employees will use your contact details to arrange works with you. We may pass your contact details to tenants when works are in progress so that they may contact you directly.

Insurance information is kept in order to fulfil legal requirements.

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 you request removal, for accounting reasons.

Any concerns you have may be raised in the first place with us at 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

Web: 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

