

CITY PROPERTY LETS

How we use your personal data

Tenant Information

Our use of your data

City Property Lets requires your data in order to set up a tenancy and manage our properties.

You have the right to withdraw consent to us holding your data before the tenancy begins, in which case we will not be able to let the property to you, but your data will not be used by us again. Data held for past tenants is only required for accounting purposes.

What data do we collect?

City Property Lets requires personal data such as your name, contact details and payment information. We may require bank statements and references from landlords and employers. No sensitive data will be collected.

No automatic processing is involved. Our employees and landlords will make determinations about the tenancy on a case by case basis.

How is your data used?

Our employees use your contact details to set up a tenancy. We also contact tenants when necessary to discuss the property. We may pass your contact details to our trusted contractors in order to arrange maintenance works. This will all be carried out within the terms of your tenancy agreement.

Your data 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 your tenancy ends, 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

