

Data Protection Act Policy

"We abide by the [Data Protection Act](#) and the data protection principles which controls how personal information is used by organisations, businesses or the government.

The Data Protection Act (DPA) governs the holding and processing of personal data.

'Personal data' means information which identifies any living individual or can, with other information held by us, identify any individual.

'Processing' of personal data means obtaining, recording or holding the information.

As a business, we will be handling the personal information of our tenants, landlords, employees, suppliers and/or customers.

We collect data during the referencing process for the purposes of referencing and creating the Tenancy Agreement. We hold this data for the duration of the tenancy and for seven years after the tenancy has terminated.

We provide landlord references for tenants when required.

Data is stored securely on platforms we use for storage, and software management systems. Names, addresses, and phone numbers are stored on work mobiles used for work purposes. This is secure as these devices have a passcode to access. We also store information in our office which is kept locked and is only accessible to employees of Paul Kingham Lettings.

All employees of Paul Kingham Lettings understand the importance of data protection and our obligations under the law.

We are registered with the Information Commissioner as a data controller.

Find out what data we have about you

The Data Protection Act gives the right to find out what information the government and other organisations stores about you.

We will never pass on your data to any third party except where it is essential to do so before, during and after your tenancy and only for the better running, administering and closing down of your tenancy at the appropriate time.

We will never sell your data to any third party.

Any tenant or landlord can write to Paul Kingham Lettings and ask for a copy of the information we hold about them. We charge a small admin fee for this.

PAUL KINGHAM LETTINGS