

Paul Kingham Lettings Privacy Policy

Our contact details

Name: Paul Kingham Residential Lettings (Paul Kingham Ltd)

Address: Red Lion House, 600 London Road, High Wycombe, HP11 1EX

Website: www.paulkinghamlettings.com

Phone Number: 01494 472846

Email: contact@paulkinghamlettings.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers such as names, email addresses, phone numbers, addresses and personal financial data including details of income, employment, identification and UK residency permissions and information about your residential status i.e. homeowner or tenant.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Either as a landlord who wishes to let their property through us or as a tenant who wishes to rent a property through us.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From referencing companies that we use to verify the accuracy of the data you have provided us as a potential tenant and from time to time anti money laundering service providers for both landlords and tenants.

We use the information that you have given us in order to establish your suitability and identity (and your right to rent in the UK) as a potential tenant and your identity if you are a landlord.

We may share some of your information with landlords if you are a tenant or potential tenant.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting Paul Kingham at contact@paulkinghamlettings.com

How we store your personal information

Your information is securely stored at Red Lion House, 600 London Road, High Wycombe, Bucks, HP11 1EX.

We keep names, email addresses, phone numbers, addresses and personal financial data including details of income, employment, identification and UK residency permissions and information about your residential status i.e. homeowner or tenant.

This information is kept for six years after your association with us has ended. We will then dispose of your information by paper shredding and/or permanent data erasure from our software system.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at contact@paulkinghamlettings.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at contact@paulkinghamlettings.com or by post to Red Lion House, 600 London Road, High Wycombe, Bucks, HP11 1EX.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>