

GDPR PRIVACY NOTICE

TENANTS

Who are we?

We are Stanton Associates Limited, the managing agents of Asha House, 63 Woodgate, Loughborough LE11 2TZ

What do we do?

We have been appointed by Asha House Management Company Limited to manage the apartments and common areas of Asha House, 63 Woodgate, Loughborough, Leicestershire LE11 2TZ.

What is our role under the General Data Protection Regulation (GDPR)?

We consider ourselves to be the Data Processor acting on behalf of Asha House Management Company Limited who is the Data Controller. Both the Data Controller and the Data Processor are subject to the Office of Information Commissioner, the Supervisory Authority.

Information Commissioner's Office

tel: 0303 123 1113

Wycliffe House

casework@ico.org.uk

**Water Lane
Wilmslow,**

<https://ico.org.uk>

Cheshire SK9 5AF

Where did we get your data?

Originally your data was received from you and comprises of gender, date of birth, contact details, bank account details, billing data, credit and debit card details, copies of passports and visas, signed inventories, CCTV and swipe entry information, course information, IP address, guarantor information, next of kin information and other administrative information.

What is the purpose of processing your data?

Your property is subject to a tenancy agreement to which you, the Data Subject, and Asha House Management Company Limited are a party. We have been appointed by Asha House Management Company Limited to administer and enforce the terms of your tenancy agreement. This involves entering into the tenancy agreement with you collecting rents from you and administering and enforcing all the terms of your tenancy agreement.

What is the lawful basis of this process?

Processing is necessary for the performance of your contract.

Failure to comply would be a breach of covenant under the terms of your tenancy which may result in legal action. Accordingly, your data is required for lawful processing and your consent to us holding this data is not required.

Where is this data stored?

This data is securely stored at Asha House 63 Woodgate Loughborough. Access is only granted to the rating department of Charnwood Borough Council, The University of Loughborough, administrators associated with our office, our appointed facilities management contractor, our legal advisors and our auditors. It will not be disclosed to any third parties (unless required by law).

How long will the data be stored?

Your data will be maintained by us for as long as Lawfulness of Processing can be established without consent. Your data will be deleted on the latter of you lawfully vacating your bedroom at the end of your tenancy all rents having been paid in full and the expiration of any statutory period requiring the retention of data.

What are your rights?

- You have a right to be informed.
- You may request a copy of your data stored.
- You may request correction to any erroneous data.
- You may request deletion of data, if not in violation of statutory or contractual requirements.
- You may request a restriction on processing.
- You may lodge a complaint to the controller or object to processing
- You may lodge a complaint to the Supervisory Authority.
- You may withdraw consent if processing originally required consent.

What happens in the event of a Data Breach?

In the case of a data breach, the Data Controller shall without undue delay and where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the Supervisory Authority and Data Subject if the data breach is likely to result in a risk to the rights and freedoms of the natural persons.

Thank you

For Stanton Associates Limited.