

ASHA HOUSE
GDPR PRIVACY NOTICE

Who are we?

Asha House Management Company Limited, the managing agents of Asha House, 63 Woodgate Loughborough LE11 2TZ (“the Building”)

What do we do?

We manage the apartments and common areas of Asha House, 63 Woodgate, Loughborough, Leicestershire LE11 2TZ, including marketing the same via social media.

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

We consider ourselves to be the Data Processor and 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

<https://ico.org.uk>

Wilmslow, 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, images, 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 data is processed solely as part of the marketing of the Building to attract full time students as residents including them entering into tenancy agreements

What is the lawful basis of this process?

Processing is necessary to market and secure tenants for the Building.

Where is this data stored?

This data is securely stored at Asha House 63 Woodgate Loughborough. Access is only granted to the administrators associated with our office. 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.

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

Asha House Management Company Limited