

Full privacy notice- landlords

Type of personal data processed and purpose

DJM Estates will process your personal details, which may include your name, home address, rental property address, proof of consent to let from your mortgage supplier, bank details, email/tel no in order to act as agent to rent your property.

Legal basis and retention

The legal basis for processing your details is to fulfil a contract to let your house. This information will be retained for current year plus six years for financial purposes.

Information sharing

This information will be routinely shared with:

Organisation	Reason	Legal basis
Rentsmart Wales	Contribute to national scheme to improve quality of rented housing	Legal requirement _ Housing Act (Wales) 2014
Deposit Protection Service	National requirement to administer a fair deposit scheme with a right of independent redress	Legal requirement
Welsh Water, utilities companies and Caerphilly County Borough Council's Council Tax and Housing Benefits sections;	To make sure bills are allocated to correct person	Legitimate interests
FCC Paragon	Tenant referencing and rent insurance	Contract (agent to landlord)
Rent4Sure	Tenant referencing and rent insurance	Contract (agent to landlord)

As an agent, DJM Estates may receive ad hoc enquiries, such as from local authority housing sections and police, but will not share your information with third parties without your consent, unless DJM Estates is required to do so by law.

Your rights

Under data protection law, you have the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing

6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

For more information on these rights, please contact DJM Estates at info@djmestates.co.uk or by telephone on 01443 879727.

Concerns and complaints

If you have any concerns about the way that DJM Estates processes your personal information, please contact us. You can also raise any concerns with the Information Commissioner - details at www.ico.org.uk.

DJM Estates postal address

DJM Estates, 32 High Street, Fleur-de-Lys, NP12 3UE