

Full privacy notice- prospective and current tenants

Type of personal data processed and purpose

DJM Estates will process your personal details in order to find a suitable property for you, and set-up and administer a rental agreement on behalf of the landlord. This will include undertaking financial checks on your ability to pay the agreed rent, seeking references, and ongoing managing the rental such as taking rental payments.

Your personal information may include:

email address, telephone number, housing preferences, National Insurance number, passport number/ID card, bank statements/account details, number of people in household, employer name, current landlord name and contacts, date of birth, last two years property history, salary, employment status, whether you are a smoker, whether pets will live at the new property, details of adverse credit history.

Legal basis and retention

The legal basis for processing your details is to act as an agent for the landlord to fulfil a contract between yourself and the landlord to rent a property to you.

If your rental application is unsuccessful, we will delete most of your information after three months, but we will retain basic financial details relating to your payment for administration for current year plus six for financial purposes

If your rental application is successful, we will retain your personal information for the duration of the rental agreement, plus current year plus six for financial purposes.

Information sharing

Your information will be routinely shared with:

Organisation	Reason	Legal basis
Deposit Protection Service	National requirement to administer a fair deposit scheme with a right of independent redress	Legal requirement
Welsh Water, utilities and telecommunications 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	Contract (agent to landlord)

	insurance	
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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@djmemstates.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.

Postal address

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