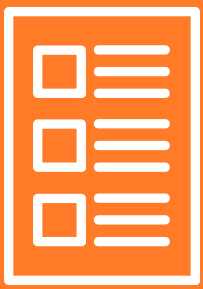




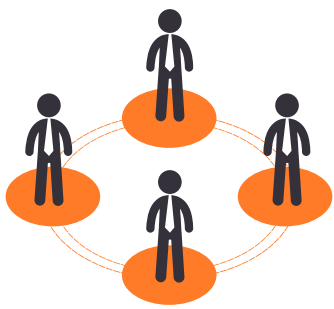
ACORN PROPERTIES GENERAL DATA PROTECTION FOR

TENANTS



WHAT DATA DO WE COLLECT?

As a tenant, we need certain information in order to create a tenancy record and legal documentation for you. These include Your name, address, contact number, email address and ID information (for Right to Rent checking). We also use a third party referencing service who will additionally require your employer's information, current landlord, next of kin and dependent information



WHO IS COLLECTING MY DATA?

Initially when you contact our offices one of our trained staff will collect your data for processing. If you register yourself or via a portal then the website or portal provider will collect the information and pass it onto our team. Once you become a tenant with us the additional information listed above will be collected by a third party referencing agent or a member of our team.



WHY ARE YOU COLLECTING MY DATA?

As a tenant, we need your information in order to create a tenancy record for you on our property software. This enables us to process your application and to keep you up to date with the progress of the let as well as to keep you in the know during your tenancy with important updates. It also gives us all of the relevant information to create a tenancy agreement on your behalf and comply with deposit legislation and the home office (via Right to Rent checks). Some of this information will be given from you directly to our third party referencing service, you only have to do this once. They will provide us with a report containing the information once complete.



SO, WHAT IS YOUR LAWFUL BASIS FOR COLLECTING MY DATA?

There are several lawful basis for collecting your data as a tenant with us. These include, contract fulfilment, legal obligation, consent, and legitimate interest.



WHO WILL MY DATA BE SHARED WITH?

Your Data Protection is very important to us and we will only ever share your information where and when necessary. As a tenant your data could be shared with our trained staff, our chosen third party reference service, chosen third-party insurance services, our cloud-based software, relevant government agencies, an IT backup system, contractors for repairs, your landlord, other tenants, guarantors and relevant persons in the same property on the same agreement, your deposit scheme provider, utility providers, solicitors and court services, and occasionally with our third party email marketing provider (only accessed by our staff) in order to send you useful information.



HOW IS MY DATA STORED?

Your data will be stored on our property software system and internal server and backed up to the cloud. We may also retain paper copies of your agreement and referencing in a locked storage system.



HOW LONG DO YOU KEEP MY DATA?

We will only ever keep your data for as long as is necessary, as a tenant your legal agreement and information therein will be stored for the term of the agreement and for ten years after the end of your tenancy. All paper data is destroyed safely and ethically and we retain data destruction audit records for your peace of mind.