



ACORN PROPERTIES GENERAL DATA PROTECTION FOR

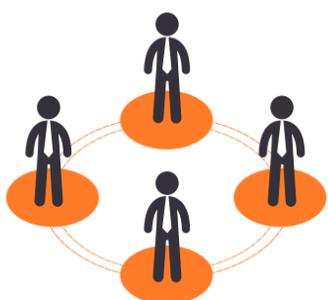
GUARANTORS

WHAT DATA DO WE COLLECT?



As a guarantor, we need certain information in order to create a tenancy record and legal documentation for you. These include Your name, address, contact number and email address. We also use a third party referencing service who will additionally require your employer's information and details of your income.

WHO IS COLLECTING MY DATA?



Initially when you apply to act as a guarantor one of our trained staff will collect your initial data for processing and passed to a third party referencing agency. The additional information listed above will be collected by the third-party referencing agent on our behalf.

WHY ARE YOU COLLECTING MY DATA?



As a guarantor 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 the tenancy with relevant and important updates which may affect you. Some of this information will be given from you directly to our third party referencing service, you only have to do this once per tenancy. 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 guarantor 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 guarantor your data could be shared with our trained staff, our chosen third party referencing service, our cloud-based software, an IT backup system, the property landlord, other tenants, guarantors and relevant persons in the same property on the same agreement, solicitors and court services if and as necessary.

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 guarantor 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.