

## Data Privacy for Residential

<b>Data Privacy : General Data Protection Regulations ( GDPR )</b>
<b>How your information is stored &amp;</b>
<b>the period of time we hold your personal information</b>

Your data is stored securely on our Information Database and our Financial Accounting Package. All our software is password protected.

We manage and maintain robust virus / internet protection software

Our computer systems are backed up on a regular basis.

We hold on file "paper" copies of the following :-

Tenancy Application and supporting documents, Tenancy Agreement, Guarantor Agreement,

Right To Rent "Checklist Documents" Standing Order Instruction.

All paper documents are held securely in our locked files at our Head office.

We will not keep your personal information longer than is necessary.

Your personal details will only be held for that period of time required in order to supply

efficiently the provision of the accommodation service you have applied for

The period of time being the duration of your tenancy.

We will hold all information concerning fees, rents charged and payments received.

Financial information together with **only** your name and the address of the property rented, will be kept for six years. This is done in order to comply with H.M.R.C. legal accounting requirements.

If you disagree with the above and in particular the periods of time your details are held please contact our data control office at :-

[jayne@jaynestreet.co.uk](mailto:jayne@jaynestreet.co.uk)