

Data Privacy for Students

Data Privacy : General Data Protection Regulations (GDPR)
Why we collect this information
How information is used & Your Rights

This information (provided or collected) is used in the administrative process and procedures associated with the provision of an accommodation service by Jaynestreet Ltd. (Your Tenancy Agreement) We do not share your information or personal details with any Marketing or Advertising agencies or businesses.

We keep all your information confidential and will only use your information in order to comply with applicable laws, regulations and rules. We will use your information for the purposes of recovery of a debt in the case of non-payment.

We will use your information to deal with any enquiries or requests we receive from you in relation to the performance of our responsibilities and obligations in respect of your Tenancy Agreement with Jaynestreet Ltd YOUR RIGHTS: You have a number of legal rights to control what we do with your information. You can at any time ask us to tell you what information we have about you and get a copy of it. You can request it be corrected or updated if you believe the information, we hold is wrong.

If at any time you want to check what information we hold, process and store please contact our Data Control Office at Jayne@jaynestreet.co.uk or write to our Head Office
Address: Jaynestreet Ltd, 1a Church House, Park Road, Ormskirk L39 3AJ.

Data Privacy : General Data Protection Regulations (GDPR)

How your information is stored &

the period of time we hold your personal information

Your data is stored securely. Our Information Database and our Financial Accounting Package are 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 the initial (paper) Student Tenancy Application Form.

This is held securely in our locked files at our Head office.

Information collected and processed (Tenancy Document) is held on computer. We will not keep your personal information longer than is necessary. Once received / collected your personal details will only be held for that period of time required in order to operate efficiently the provision of the accommodation service you have applied for.

From the initial enquiry and application stage to the start and end of a tenancy proper, the period of time details are held/stored will be no longer than two years.

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

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

If you disagree with the above and in particular the periods of time your jayne@jaynestreet.co.uk

Data Privacy : General Data Protection Regulations (GDPR)**How your information is stored &****the period of time we hold your personal information**

D.O.B	Student Tenancy Application Form
Name	Student Tenancy Application Form / Web Site enquiry box
Declared Nationality	Student Tenancy Application Form
Home Address	Student Tenancy Application Form
Term Time Address	Student Tenancy Application Form
Home Telephone Number	Student Tenancy Application Form
Mobile Phone Number	Student Tenancy Application Form / Web Site enquiry box
Email Address	Student Tenancy Application Form / Web Site enquiry box
University Student Number	Student Tenancy Application Form
Course of Study	Student Tenancy Application Form
Your Nominated Guarantor	Student Tenancy Application Form
Guarantor Home Address	Student Tenancy Application Form
Guarantor Email Address	Student Tenancy Application Form
Guarantor Mobile Number	Student Tenancy Application Form
Guarantor Address	Student Tenancy Application Form
Next of Kin	Student Tenancy Application Form
Next Of Kin Address	Student Tenancy Application Form
Next Of Kin Mobile/Telephone number	Student Tenancy Application Form