

# **General Data Protection Regulations**

## **Privacy Notice**

### **Data Controller**

HC Lettings Ltd  
26 High Street  
Arnold  
Nottingham  
NG5 7DZ

Email: [steven@holdencopley.co.uk](mailto:steven@holdencopley.co.uk)

ICO Registration Number: ZA307825

### **Your Personal Data**

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data may be shared with the tenants, other guarantors and the landlord of the agreed tenancy to ensure that any obligations under the Deed of Guarantee can be fulfilled. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the Deed of Guarantee of the agreed tenancy without your explicit consent.

### **Right to Deletion**

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Right to Rectification**

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

### **Subject Data Access Request**

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

### **Complaint**

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.