

General Data Protection Regulations

Privacy Notice

Data Controller

HC Lettings Ltd
26 High Street
Arnold
Nottingham
NG5 7DZ

Email: steven@holdencopley.co.uk

ICO Registration Number: ZA307825

Your Personal Data

We will hold and process your personal data for a legitimate reason to ensure in the event of non-communication from the tenant, we are able to contact you to ascertain their safety, location or current status. We will also hold and process your personal data for any lawful reason required such as a law enforcement request. We will store your personal details on our property management system but will not share your personal data with any other third party 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.