

Tenant Privacy Notice (UK GDPR)

Legal basis: UK GDPR + Data Protection Act 2018 | Document: LS-U-010 v1.0

WHY YOU NEED THIS

As a landlord you are a data controller and must tell tenants how you use their personal data. Give this privacy notice to every tenant (and guarantor) at the start, and keep a copy. It applies across England, Wales, Scotland and Northern Ireland.

1 — Who we are

Landlord / agent name (the data controller): _____

Contact address: _____

Contact email: _____

2 — The personal data we collect

- Identity and contact details (name, date of birth, address, phone, email).
- Financial and referencing information (employment, income, credit and reference checks, bank details for rent).
- Right to Rent / immigration documents (England), where applicable.
- Tenancy conduct (rent payments, correspondence, any complaints, repairs).
- Emergency contact / next of kin, where you provide it.

3 — Why we use it and our lawful basis

- To enter into and manage the tenancy — lawful basis: performance of a contract.
- To meet legal duties (deposit protection, Right to Rent, gas/electrical safety records, tax) — lawful basis: legal obligation.
- To reference you, collect rent and arrears, manage and protect the property — lawful basis: legitimate interests.

4 — Who we share it with

We share data only where necessary with: referencing/credit agencies; the tenancy deposit scheme; the local authority; HMRC; utility and council-tax providers; contractors carrying out repairs; and, if needed, debt-collection agents or solicitors. We do not sell your data.

5 — How long we keep it

We keep your data for the duration of the tenancy and normally for up to six years afterwards to deal with any legal or tax matters, then securely delete it.

6 — Your rights

You have the right to access your data, to have it corrected or (where applicable) erased, to restrict or object to its use, and to data portability. You can complain to the Information Commissioner's Office (ICO) at ico.org.uk or 0303 123 1113.

Tenant acknowledgement (name & date): _____

SOURCE

Reflects the UK GDPR and Data Protection Act 2018. Self-help template by LetSafe UK.

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