Applicants, Tenants & Ex-Tenants Privacy Notice

Haylock Investment & Management Services is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, HIMS, is the Data Controller, James Haylock is the person responsible for data protection and can be contacted at 7 Bridge Street, Halstead, Essex, CO9 1HU; rent@hims.uk.com; 01787 474123 The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Information held

The personal data we process may include the information in column A of the attached appendix and may also include other sensitive data concerning health, if relevant to your registration. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service. To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from 3rd parties or via third parties e.g. Credit referencing company. Lawful basis of processing your personal data will be used for the activities in column D. There are 6 lawful basis of processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the date the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you. Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E.

Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F. Where is the data stored? Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations. Retention period and criteria used to determine the retention period. We will retain some elements of your personal data for up to the time defined in column H after your enquiry. What information can be anonymized will be when no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw consent at any time. Where we have met you face to face, or transacted with you in some other way, we will hold your data for a longer period of time compared to if you have only enquired of our service and we have been unable to help you.

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information. You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible. You have a right to erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim). You have some rights to ask us to restrict processing i.e. to block or supress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, James Haylock, HIMS at 7 Bridge Street, Halstead, Essex or emailing rent@hims.uk.com. How to lodge a complaint with the supervisory authority. The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on 0303 123 1113 or +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the live chat function.

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				Landlord contact details			ı		Landlord name	Tenant passport or ID documents	Tenant's Children details	Tenant bank details	Tenant Next of Kin details	Tenant's current landlord information	
				Staff					Staff	Staff	Staff	Staff	Staff	Staff	Staff
				In office, over the phone or by email					In office, over the phone or by email	Photocopy of original, face to face	Tenant application form	Tenant application form	Tenant application form	Tenant application form	Tenant application form
To provide details to	To offer extra services	To use in prescribed information	To be able to contact landlord	To use on contract	If legal action is needed	To offer extra services	To use on deposit prescribed information	To be able to contact landlord	To use on contract	To comply with right to rent checks	To identify permitted occupiers to include on tenancy agreement	Referencing & assessment	Contact in case of emergency alternative correspondence address	Referencing & assessment	Referencing & assessment
Contract fulfillment	Consent	Legal oblgiation	Contract fulfillment	Contract fulfillment	Legal work	Consent	Legal obligation	Contract fulfillment	Contract fulfillment	Legal obligation, contract fulfillment	Contract fulfillment	Contract fulfillment	Legitimate interest	Contract fulfillment	Contract fulfillment
C+++++	Staff	Staff	Staff	Staff	Staff, Tenant, Solicitor, Court Services	Staff	Staff, Tenant	Staff	Staff, Tenant	Staff, landlord, Home Office	Staff, landlord	Bank Statement referencing co.	Staff, Public bodies, Deposit Scheme	Landlord, referencing co.	Employer referencing co.
Danor / plactronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic				
6 years after Landlord's	6 years after Landlord's contract ends	6 years after Landlord's contract ends	6 years after Landlord's contract ends	6 years after Landlord's contract ends	6 years after Landlord's contract ends	6 years after tenant leaves	6 years after tenant leaves	6 years after tenant leaves	6 years after tenant leaves	6 years after tenant leaves	6 years after tenant leaves				

					Applicant contact details Staff Face to face, email, tel							Applicant Name Staff Face to face, email, tel		
To create application	To create a tenant record	To send marketing details to	To give to or discuss with landlord	To be able to contact app.	To add to database	To carry out Right to Rent checks	To create Tenancy Agreement	To create application process	To create a tenant record	To give to landlord	To be able to contact app.	To add to database	needed, for example possession claim	To chase rent arrears
Consent	Consent	Consent	Consent	Consent	Consent	Legal obligation	Consent	Consent	Consent	Consent	Consent	Consent	Legal Work	Contract fulfillment
C+aff	staff, back up / cloud provider	Staff, 3rd party	Landlord	Staff, landlords	Staff, landlords,	Staff / landlord	Staff,	Staff,	Staff, Property Management & Accounts Software provider	Landlord	Staff, landlords	Staff, landlords,	Staff	Staff
Paner / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic
3 months unless applicant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant Paper / electronic becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant Paper / electronic becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	6 years after Landlord's contract ends	contract ends

		Staff	Staffing									contact details	Contractor			Contractor Name)				
		Staff	Staff									sils Staff				Name Staff					
		In office, over the phone or by email	In office, over the phone or by email									email	In office, over the phone or by			email	In office, over the phone or by				
Performance records	Bank details	Contact information	CV Retention	Referees privacy	Referencing	To give details to tenant Consent	To create contract	To process payments	To send worksheets		To contact contractor	To add to database		To give details to tenant Consent	contactor	To add to database		Referees privacy	Referencing	To carry out Right to Rent checks	To create Tenancy Agreement
Contractual	Contractual	Contractual	Contractual	Consent	Consent	Consent	Consent	Consent	Consent		Consent	Consent		Consent	Consent	Consent		Consent	Consent	Legal obligation	Consent
Staff	Staff	Staff	Staff	Staff	Staff	Staff, Tenant, Landlord	Staff, Landlord	Staff, Landlord	Staff		Staff, Tenant, Landlord	Staff		Staff. Tenant. Landlord	Staff	Staff		Staff, Landlord	Staff, Landlord	Staff & landlord	Staff & landlord
Paper / electronic		Paper / electronic	Paper, Electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic		Paper / electronic	Paper / electronic		Paper / electronic	Paper / electronic	Paper / electronic		Paper / electronic	Paper / electronic	Paper / electronic	Paper / electronic
A period after employment ends	A period after employment ends	A period after employment ends	A period after employment ends	When a Contractor is no longer used.	longer used.	longer used. When a Contractor is no	When a Contractor is no	When a Contractor is no longer used.	longer used.		When a Contractor is no longer used.	longer used.	-	When a Contractor is no	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant	3 months unless applicant becomes a Tenant			