

HANSTEEN FAIR PROCESSING NOTICE AND PRIVACY NOTICE FOR TENANTS

Thank you for providing us with your personal data which we will use for managing your tenancy with us and, where you have given permission for us to do so, for supplying you with information on when Units become available on your estate on in your area, exclusive offers and latest information from Hansteen by email, post, SMS, phone and other electronic means as selected by you. We'll always treat your personal details with the utmost care and will never sell them to other companies for marketing purposes. If you wish us to stop marketing to you, please contact us using any of your preferred methods of communication or email to unsubscribe@hansteen.co.uk using the words "unsubscribe" in the subject line. Sending us an unsubscribe notice will not prevent us using your data for the other purposes set out below

The data controller in respect of that data will be Hansteen and their representative is Janine McDonald;

The contact details for Janine McDonald are as follows janine.mcdonald@hansteen.co.uk. If you have concerns about the processing of your data, please inform Janine McDonald.

We do not have an appointed Data Protection Officer.

We propose to process your personal data for the following purposes:

1. Managing your tenancy from its inception through to its conclusion and operating under our tenancy agreement with you;
2. Dealing with third parties such as utilities providers with respect to the premises of which you are the tenant;
3. Compliance with legal obligations on us as a landowner, for example with respect to rates and taxation;
4. Our own internal business purposes such as financial management, record keeping and audit.

We will not share your information except for the above purposes and we will retain it no longer than required for those purposes.

We may share your data with our managing agents, rating consultants, rating authorities, revenue authorities, utility consultants, utility authorities, insurance companies, insurance brokers, valuers, solicitors and where appropriate other professional advisors and consultants of Hansteen, as is necessary for us to function as a business.

The legal bases on which we rely for processing your data are:

- a) That it is necessary for performance of our tenancy with you;
- b) That it is necessary for compliance with legal obligations on us as a landowner and as a business;

- c) That it is necessary for our legitimate interests as a business. These legitimate interests include business and portfolio management, record-keeping, pursuing legal remedies such as actions for dilapidations or arrears, and long-term planning and management. We take into account our tenants' rights in exercising our legitimate interests with respect to their data.

We are not able to inform you at present of the period for which we propose to hold the personal data but we will apply the following criteria to determining how long we hold it:

- a) We will hold data relating to your tenancy agreement for the full duration of that tenancy and for not less than 10 years after its expiry;
- b) We will hold data relating to the premises for as long as we hold any interest in the premises and for not less than 10 years after its expiry
- c) We will hold data relevant to any legal or fiscal obligations on us with respect to personal data for the recommended legal period for holding such data.

We will keep data retention periods under review and will seek to retain only data which is required for the purposes for which it has been collected and held.

You have the following rights with respect to your personal data:

- a right of access to a copy of the information comprised in the personal data;
- a right to object to processing that is likely to cause or is causing damage or distress;
- a right to prevent processing for direct marketing;
- a right to object to decisions being taken by automated means and to have the logic behind these decisions explained;
- a right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to claim compensation for damages caused by a breach of the Act.

If you wish to exercise any of the above, we recommend you contact Janine McDonald at janine.mcdonald@hansteen.co.uk and please use the words "data subject request" in your communication.

You have the right to complain with respect to any processing of your personal data, and any breach of the above rights to the relevant supervisory authority, who in the case of the United Kingdom is the Information Commissioner's Office, ico.org.uk by means of helpline **(0303 123 1113)** or online form.