



JSPM Residential

Residential Lettings and Investments

15 Charlock Close, Lincoln, LN6 9WX
Tel: 01522 861777 Mob: 07988 944392
www.jspmltd.com
e-mail: enquiries@jspmltd.com

PRIVACY POLICY

Confidentiality

1. The protection of data is something we take extremely seriously. We comply at all times with our statutory obligations regarding data protection in relation to all of our policies. Tenant information is confidential and is strictly always treated as such. We never, under any circumstances outside of those listed below, release information or details about any of our tenants to anybody else or to any other company, organisation or third party.
2. The only time that your information may be passed on to others will be
 - a. if we are instructed to do so by law or for the purpose of handling claims, if any, which may require us to provide some information to a third party.
 - b. Lifestyle and financial referencing
 - c. To tradesmen, with your consent, in order to arrange works to be completed.

When we collect personal information from you

3. Personal information is collected by us from you when you apply for a tenancy with us. The information we will request from you will be limited to the necessary information required to provide you with the service you have requested. We do not ask for any information that is not necessary or is irrelevant to your individual needs or requirements.
4. Should your personal information change at any time, we would ask you to keep us informed of the change so that our records may stay up to date.

How personal information is stored

5. Personal information that we hold about you is always held securely on our in house computer systems. These systems are securely backed up on a regular basis.
6. Information provided and stored is not accessible by third parties or individuals that are not part of our organisation.

How personal information is used

7. Your personal information is only used for the purpose of referencing and the running of your tenancy, for example but not solely limited to utility companies and local authorities at the commencement of your tenancy.
8. Personal information will never be used for any other purpose unless you ask us to do so or we are instructed to do so by law

How you can get to see the personal information we hold

9. You are entitled to view, amend, or delete the personal information that we hold about you. Email your request to our data protection officer **Dave MASTERS** at **davemasters@jspmltd.com**, or write to the contact address on your Assured Tenancy Agreement.

How long is it held for

10. Your information will be held for up to one year after a failed tenancy application.
11. Your information will be held for up to 7 years after the expiry of the tenancy agreement if accepted.

How is it disposed of?

12. Your information will be deleted upon expiry of the time frame.