

General Data Protection Regulations

Privacy Notice

Data Controller

**Keable Homes Lettings Ltd, Suite 1, Watling Chambers, 214 Watling Street, Cannock, Staffs, WS11 0BD
Tel – 01543 468847**

ICO Registration Number: [Z7688162](#)

Your Personal Data

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the landlord, contractors to conduct repairs, cloud based property management software systems (password protected), deposit protection schemes and utility companies to ensure the efficient management of the property and tenancy. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application 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.

Sign.....

Sign.....

Date.....

1. Prospective Tenants – please read carefully

1.0 The Disclosure of Tenant’s details to One Utility Bill Limited (“One Utility Bill or OUB”) and the incumbent Energy Supplier to the property and the relevant Council District for the property.

1.1 At the start of the lease, gas and electricity will be provided, or will be in the process of being provided by an Energy Supplier, the details of this supplier will be communicated to the tenants by One Utility Bills customer service team. The tenants are not in a contract with their incumbent energy supplier and are free to choose any Energy Supplier option available to them.

1.2 The Tenant agrees that the letting agent may pass the Tenant’s name and contact details to One Utility Bill for the purposes of:

a. registering the gas and electricity meters at the property in the Tenant’s name with the incumbent Energy Supplier providing gas and electricity to the Tenant and administering the Tenant’s account with the incumbent Energy Supplier if applicable;

b. registering the Tenant with the incumbent water supplier to the property.

c. informing the relevant district Council of the new tenancy commencing.

The incumbent water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

The relevant district Council may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

1.3 One Utility Bill will use the Tenant’s details only for the purposes set out above and not in any other way. One Utility Bill will comply with their obligations as a data controller in the Data Protection Act 1998 and will handle Tenant’s data in the manner set out in both One Utility Bill’s standard terms and conditions and/or privacy notice.

If the Tenant has any questions regarding details or use of the Tenant’s data held by One Utility Bill the Tenant may contact One Utility Bill at First Floor, 5 Media Exchange, Coquet Street, NE1 2QB or 01916 220 102 or support@oneutilitybill.co .

Sign.....

Sign.....

Date.....