

Permitted Occupier Privacy Notice (including a child over 13)

HEWLETT PROPERTIES 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, **HEWLETT PROPERTIES** is the Data Controller. **GARRY KILGIE** is the person responsible for data protection and can be contacted at 3 High Street, Thurston, Newark, Nottingham (UK)

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

References to columns refer to our [Data Management Policy](#) which defines...

- What information we collect
- Who collects it
- How it is collected
- Why it is collected (and what we do with it)
- Lawful basis for processing
- Who it will be shared with
- How is it stored
- When it will be deleted

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 applicable to the tenancy. 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 a tenancy cannot proceed.

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.

Lawful basis of processing

Your personal data will be used for the activities in column D. There are six lawful bases for processing your data including consent, a legitimate interest, contractual fulfilment, a legal obligation and a vital interest. For each usage of the data 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, e.g. to fulfill our legal and contractual duties, to keep our records up to date, to serve legal notices and paperwork. Your personal data will be processed during and after the tenancy and any subsequent tenancy, where you are named as a permitted occupier.