

PRIVACY NOTICE

EVALON ESTATES

Last Updated: *5th January 2026*

Who We Are

Evalon Estates Limited (“we”, “us”, “our”) is a residential letting and property management agency based at:

**155 Parrock Street,
Gravesend,
Kent,
DA12 1ER**

We are registered with the Information Commissioner’s Office (ICO) and comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

For the purposes of data protection law, we act as a Data Controller in respect of personal data we process.

The Personal Data We Collect

We may collect and process the following types of personal data:

Landlords

- Full name
- Contact details (address, phone, email)
- Date of birth
- Proof of identity (passport / driving licence)
- Proof of address
- Bank account details
- Property ownership documentation
- Mortgage / consent to let information

Tenants

- Full name
- Contact details
- Date of birth
- Employment and income details
- Proof of identity and address
- Referencing information
- Bank details
- Tenancy history



Contractors

- Business contact details
- Insurance documentation
- Payment details

How We Collect Data

We collect personal data:

- Directly from you
- Through tenancy applications
- Through referencing agencies
- From HM Land Registry (where applicable)
- Through our website or email communication

Why We Process Personal Data

We process personal data for the following lawful reasons:

Contractual Necessity

To:

- Market and manage properties
- Arrange and manage tenancies
- Collect and remit rent
- Protect deposits
- Arrange maintenance
- Provide property management services

Legal Obligation

To:

- Comply with Anti-Money Laundering regulations
- Comply with Right to Rent legislation
- Register and protect deposits
- Provide information to HMRC, courts or regulators
- Meet safety and licensing requirements

Legitimate Interests

To:

- Operate and improve our business
- Maintain accurate records
- Resolve disputes
- Communicate with landlords and tenants



Who We Share Data With

We may share personal data where necessary with:

- Referencing agencies
- Deposit protection schemes
- Contractors and tradespeople
- Legal advisers
- Courts and enforcement agents
- Local authorities
- HMRC
- Compliance and regulatory bodies

We only share data where it is necessary and lawful to do so.

Data Retention

We retain personal data only for as long as necessary to:

- Fulfil contractual obligations
- Comply with legal and regulatory requirements
- Resolve disputes

Typically, tenancy and landlord records are retained for up to 6 years after the end of a tenancy in line with limitation periods.

Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure digital storage
- Password-protected systems
- Restricted access
- Secure disposal of documents

However, no transmission of data over the internet can be guaranteed as completely secure.

Your Rights

Under UK GDPR, you have the right to:

- Request access to your personal data
- Request correction of inaccurate data
- Request erasure (where legally permitted)
- Object to processing in certain circumstances
- Restrict processing
- Request data portability



Requests should be made in writing to:
lettings@evalonestates.com

Complaints

If you are dissatisfied with how we handle your personal data, you may complain to the Information Commissioner's Office (ICO):
www.ico.org.uk
However, we encourage you to contact us first so we can resolve any concerns.

Changes To This Policy

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

