



Personal Data Privacy Notice – MCL Property Ventures Limited

This notice explains what information we collect, when we collect it and how we use it. During our activities we will process personal data (which may be held on paper, electronically or otherwise) about you. We recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who we are

MCL Property Ventures Limited of Xinadin Warrington, Building C – Concentric, Warrington Road, Warrington WA3 6WX takes the issue of security and data protection very seriously and strictly adheres to the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We are registered as a Data Controller with the Information Commissioner's Office under registration number ZB801481 and we are the data controller of any personal data that you provide to us.

Our Data Protection Officer is Michael Latimer (michael@mclpv.co.uk).

Any questions relating to this notice and our privacy practices should be sent to Michael Latimer at the email address above.

How we collect information from you and what information we collect

We collect information about you:

- From your application for accommodation
- From information that you subsequently share with us from time to time

We may collect the following information about you:

- Prospective tenants and/or guarantors: names, email address, date of birth, address (including any previous addresses), relationship to other prospective tenants, employment status, name of university or college (if applicable)
- Tenants: name, email address, telephone number, date of birth, address (including any previous addresses), marital status, National Insurance number, nationality, next of kin, name of university or college (if applicable), names of friends you are staying with (if applicable), images of passports, visas (including right-to-rent documentation) and other identity documents reasonably required to establish the bona fides of any applicant or tenant
- Guarantors: name, email address, telephone number, date of birth, address (including any previous addresses), marital status, National Insurance number, nationality, next of kin (if applicable)
- Property address, term, rent, deposit, and utility/service responsibilities
- Employment status of tenants and/or guarantors, employer/accountant contact details, payroll numbers, length of employment, salary information (including regular overtime or commission) and any other income
- Bank account details of the tenant and prospective tenants (account number and sort code), and details of any hire-purchase, loan, credit-card or store-card agreements
- Any welfare benefits that you may be eligible for or are currently receiving

Why we need this information and how it will be used

We need and will use your information:

- To undertake and perform our obligations and duties to you in accordance with the terms of our contract with you
- To enable us to supply you with the services and information you have requested
- To help you manage your tenancy
- To carry out due diligence on any prospective tenant and/or guarantor (including affordability checks, references, and checks for money judgments, bankruptcy or insolvency)
- To analyse the information we collect so that we can administer, support, improve and develop our business and the services we offer
- To contact you about changes to our suppliers that may affect you

- For all other purposes consistent with the proper performance of our operations and business and to comply with applicable law

We process your personal data on the basis of the tenancy contract, our legitimate interests in managing the property and recovering any debts, and to comply with legal obligations (including right-to-rent checks and other statutory requirements).

Sharing of your information

The information you provide to us will be treated as confidential. We may disclose your information to third parties who act for us for the purposes set out in this notice or for purposes approved by you, including:

- If we enter into a joint venture with, or merge with, another business entity, your information may be disclosed to our new business partners or owners
- To carry out due diligence on you as a prospective tenant or guarantor (including affordability checks, references and related enquiries)
- If you request it, to determine whether there are any money judgments against you or a history of bankruptcy or insolvency
- If you are unable to make payments under your tenancy, to any relevant party assisting in the recovery of the debt or tracing you as a tenant
- In the creation, renewal or termination of the tenancy, to the relevant local authority, tenancy deposit scheme administrator, service/utility provider, freeholder, factor, facilities manager or any other relevant person or organisation
- Our tenancy management system provider (Arthur) – data is stored only in a manner that helps us manage our business and is available to us and to tenants; it is not shared with third parties except as indicated above in the normal course of business
- Our professional advisors (chartered accountants and/or solicitors) who may have secure access to our systems solely to the extent required to carry out work associated with the running of our business
- Local councils, utility providers and other statutory authorities when reasonably requested in relation to the property you are renting from us or after you have left the property

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Transfers outside the UK and EEA

Where possible, your information will only be stored within the UK and EEA. Our technology and hosting partners may need to transfer your information outside the UK and/or EEA from time to time in order to maintain continuity of service.

Security

When you give us information we take all reasonable steps to keep your personal information secure and safe. We operate a number of security measures including (but not limited to) daily antivirus screening, strictly limited system access with two-factor authentication, and secure back-ups.

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, as required by law, or as set out in any relevant contract we have with you.

Your rights

You have the right at any time to:

- Ask for a copy of the information about you that we hold
- Require us to correct any inaccuracies in your information
- Request that we delete the personal data we hold about you
- Object to receiving any marketing communications from us

If you would like to exercise any of these rights, please contact us at michael@mclpv.co.uk.

If you wish to complain about our use of your information, please contact us in the first instance so that we can try to resolve the matter. You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Email: casework@ico.org.uk

The accuracy of your information is important to us. Please help us keep our records up to date by informing us of any changes to your email address or other contact details.

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