

GDPR Policy

What is GDPR?

This is the general data protection regulation. It governs how your personal data is used and stored by businesses.

Personal Data

This is any information that can identify you as a person, for example your name, national insurance number, email information, property address, photo identification or your computer or device IP address.

GDPR Monitoring

The Information Commissioners' Office or ICO is responsible for checking companies follow rules for GDPR.

ATM Lettings

Is classed as a controller of data in collecting the required data about you requested. The legal basis for all our requests are consent. This means that by consenting and completing the application form you consent for the information supplied to be used and held accordingly in line with our privacy policy which can be found at the bottom of this document.

By completing the application form held on our website, you consent to the following regarding personal information submitted to us on the legal basis of consent:

The personal information supplied will be used to verify the information provided on the application and used to judge suitability in order to offer a tenancy at a property managed or let via ATM lettings (the company) and its employees.

The company will hold this information on file throughout the period of your tenancy at the property and will be kept for 12 months after your vacation date. The information held will be held securely.

Should your application not be successful any personal information will be held for a period of 12 months and any supporting original documents returned to you via post service.

Any property enquiries data will not be kept for marketing purposes and will only be used to contact you if requested to organise an appointment to view or to contact you concerning properties that match the requirements given to us.

Information held with or concerning your tenancy will be shared by the company if required in line with any business in relation to your occupancy at the property and or to conduct the required tenancy checks before offer of a tenancy is made. This may also include sharing information with the home office 'right to rent' checking service.

Your information and forwarding address will be used upon vacation of the property to finalise utility billing and obligations. Should a forwarding address not be held, a next of kin address will be given. By providing a next of kin contact you consent to this being used if required, the legal basis for this is consent.

Information will be shared with current and previous employers, current and previous landlords/agencies and financial organisations such as banks, local authorities such as councils and universal credit agencies in order to verify and confirm suitability for tenancy.

Any information found to be false and given knowingly incorrect will be passed to local authority and treated as fraud. Fraudulently attempting to obtain a property providing incorrect information is taken very seriously and will be reported for investigation. Any

information supplied will be given in order to investigate if an offense has been committed or not.

In additional circumstances, the company may be legally required to share certain data held which may include your personal data, for such as legal proceedings, legal obligations, safeguarding concerns, a court order or demand and governmental authority request and demands.

Further third parties that are provided personal data are confirmed in tenancy agreements for residents of properties managed and let via the company.

Privacy Policy

This Privacy Policy applies only to your use of the web Site, www.atmlettings.co.uk. Managed and hosted by GetyouOnline.

Our address is P O Box 8448, Nottingham, NG11 6WW. Or you can email info@atmlettings.co.uk. Our registered company number is 7636532.

Our Site may contain relevant links to other websites. Please note that we do not have control over how your data is collected, stored, or used by other websites or services and would recommend you to check the privacy policies of any other websites or links before providing any information.

As a data provider you have rights under the GDPR, which this Policy and the use of Personal data the below rights have been written to confirm and explain:

- to be informed about the collection and use of Personal data provided to us.
- access to the Personal data held about you on the company systems.
- correction if any Personal data held about you is incorrect or incomplete.

- to be forgotten. For example - the right to ask the company to delete any Personal data held about you (Personal data is held for a time, as explained above but if you would like the company to delete it sooner, this may be possible)
- to restrict the processing of your Personal data for such as marketing and research.
- data portability which is having a copy of your Personal data to re-use with another service or company for such as a reference request
- to object to the company using your Personal data for particular purposes such as marketing emails.

If you have any concerns, comments or reason to raise a complaint regarding the use of your Personal data, please contact ATM Lettings using the details provided on our website or above. You also have the right to lodge a complaint with the Information Commissioner's Office if we cannot resolve your concerns who monitor GDPR compliance.

www.atmlettings.co.uk uses cookies in order to gain better incite to visitors. You are welcome to opt out of the use of cookies by selecting the option.

Third party cookies and third party data processors may be used for analytic purposes by companies such as Google, however these are not required to use our website and the permission is entirely up to the user of the website.

Our website is secure and any data entered using the legal basis of consent and is at the users own risk. ATM Lettings accept no responsibility for this.

Please call us on 0115 8789626 should you have any queries in relation to this and the use of your data.