

C. Privacy Notice for Guarantors of LettingsBU properties

This notice explains how we will use and share your personal data which we collect when you agree to be a financial guarantor for a student who is using LettingsBU services to secure accommodation.

We process personal data in accordance with the Data Protection legislation, and further information about the legal basis of our processing is provided below. LettingsBU is part of Bournemouth University, and Bournemouth University is the data controller of the personal data you provide to LettingsBU.

How and why we use your information

The personal information you provide through our Guarantor Application or otherwise will be used only for the management of accommodation arrangements for the student named in your Guarantor Application, including enforcement of any guarantee you provide. Your name and postal address will be shared with the landlord/owner of any property in respect of which you provide a guarantee, through the Deed of Guarantee. If it becomes necessary to rely on the guarantee, the landlord/property owner and/or LettingsBU will initially use the information in the Deed of Guarantee to contact you to seek payment in accordance with the guarantee. If these steps are unsuccessful, LettingsBU will use the further information in the Guarantor Application, or share further personal information from that Application with the landlord/property owner, to enable the enforcement of the guarantee.

We will store your information securely, and it will only be accessed by LettingsBU staff as necessary for the purposes described above. Your data will not be passed onto third parties other than as described above.

We will retain your personal information within a file relating to the relevant property for a period of up to four years after the end of the tenancy covered by your guarantee. This is to enable us to enforce any debts, for audit purposes and to reduce the need to collect information again if the same student wishes to name you as a guarantor for further accommodation arrangements during their time at BU.

Legal basis of processing

The legal basis of the processing described in this notice is that:

- it is necessary for the performance of a contract to which you are a party (the deed of guarantee) or in order to take steps at your request prior to entering into a contract (GDPR Article 6.1(b)); or
- it is necessary for the purposes of legitimate interests pursued by LettingsBU, i.e. the efficient and appropriate management of the property for which you are guarantor and protection of the financial interests of BU and/or the landlord/property owner.

Further information

As a data subject you have a number of rights under the Data Protection legislation. These include the right to request access to and information about the personal data we are processing which relates to you, and the right to request that we rectify, erase or cease processing of your personal data (subject to certain exceptions). If you wish to make such a request, please contact our Information Office on dpo@bournemouth.ac.uk or Information Office, Melbury House, 1-3 Oxford Road, Bournemouth BH8 8ES.

If you have any questions or concerns about our processing of your personal data please contact our Data Protection Officer on dpo@bournemouth.ac.uk.

You have the right to complain to the Information Commissioner about our processing of your personal data (www.ico.org.uk) .