

## **B: Privacy Notice for Landlords/Property Owners using LettingsBU Services**

This notice explains how we will use and share the personal data which you provide to us when you ask LettingsBU to provide services to you regarding the letting and/or management of your property.

How we process your data will vary depending on the nature of the service we are providing to you, so please see the relevant sub-section of this Notice for complete information.

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 (BU), and Bournemouth University is the data controller of the personal data you provide to LettingsBU.

Where the property owner is a company rather than an individual, we ask that you share this information with relevant staff. References in this notice to “you” should, as appropriate, be read as referring to any individual who is a property owner entering into an agreement with Lettings BU or to the staff of a property owner company who will be the point of contact for a particular property.

You should be aware of your obligations with regard to personal data you receive from BU, under the Data Protection legislation and your services agreement with BU.

### Tenant find service

We will hold your name and contact details within our records for the purposes of providing our services, including:

- Communicating with you about delivery of our services;
- Collecting payments from/making payments to you;
- Entering into and managing our contract with you; and
- Providing the tenant find service.

We will retain this information within a file relating to the relevant property for a period of up to six years after the end of the tenancy which we arrange for you. This is to enable us to enforce any debts or other provisions in our agreement with you, for audit purposes and to enable us to give references for tenants.

Your name and contact details will be shared with the students who enter into a tenancy agreement for your property, so that they can contact you as necessary for the management of the property under the agreement. We may also share the details of your property and your name and contact details with utility companies, to ensure that utility billing processes can be smoothly transferred at the beginning and end of tenancy periods.

### Fully-managed and UNILET service

We will hold your name and contact details within our records for the purposes of providing our services, including:

- Communicating with you about delivery of our services
- Entering into and managing our agreement with you; and
- Providing management services in relation to your property.

We will retain this information within a file relating to the relevant property for a period of up to six years after the end of our tenancy of the property. This is to enable us to enforce any debts or other provisions in our agreement with you, for audit purposes and to enable us to give references for licensees.

We may share the details of your property and your name and contact details with utility companies, to ensure that utility billing processes can be smoothly transferred at the beginning and end of tenancy periods.

With your agreement, we will use your contact details to send you marketing information about using our services again in the future. We will only do this if you are already using or have previously used our services, and have not opted out of receiving these communications.

#### 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 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 your property/the tenancy in relation to your property, and protection of BU's financial interests under our agreement with you.

#### Further information

You can withdraw consent to marketing communications or change your contact preferences at any time by emailing [lettingsbu@bournemouth.ac.uk](mailto:lettingsbu@bournemouth.ac.uk).

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](mailto: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](mailto: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](http://www.ico.org.uk)).