

READING BOROUGH COUNCIL

Data Privacy Notice
Housing - Rent Guarantee Scheme Landlords

<p>The identity and contact details of the company</p> <p>Rent Guarantee Scheme Team, Reading Borough Council, Rgs@reading.gov.uk</p>
<p>Contact details of the Data Protection Officer</p> <p>Ricky.gill@reading.gov.uk</p>
<p>What Personal Data is held?</p> <ol style="list-style-type: none"><i>1. Name, address, telephone, email, bank details and rented property information obtained through contact with landlords who rent properties through the Deposit Guarantee Scheme and Rent Guarantee Scheme.</i><i>2. Name, address, telephone, email and rented property information obtained through contact with landlords who have attended Reading Borough Council Landlord Information Events and/or taken part in Reading Borough Council Landlord Surveys</i>
<p>How will the data be stored?</p> <p><i>On a secure drive that is accessed via Reading Borough Council encrypted laptops and systems.</i></p>
<p>What is the legal basis for the collection, use and storage of the data?</p> <ol style="list-style-type: none"><i>1. To manage the contractual aspects of the Guaranteed Rent Agreements and Three Way Agreements made between private landlords offering rented accommodation to Rent and Deposit Guarantee Scheme tenants, including the payment of guaranteed rent.</i><i>2. To contact landlords who may wish to attend Reading Borough Council events which are of interest to them, who have consented to remain on our mailing list, or who have requested that they be added to our mailing list. To obtain landlord views on services we provide in order to review and improve our offer and to track developments in the private rented sector, in order to maximise the amount of properties rented via the RGS and DGS.</i>
<p>Give details of how long the data will be stored and criteria used to determine this?</p> <ol style="list-style-type: none"><i>1. For the duration of each individual tenancy and for 6 years after the ending of each individual tenancy.</i><i>2. Data will be reviewed every five years and fresh consent to remain on the mailing list sought from landlords who have attended no events within this time. Data will be removed from the mailing list immediately upon an individual landlord's request.</i>
<p>Who will it be shared with and for what purpose?</p> <ol style="list-style-type: none"><i>1. Within RBC, appropriate Council Services including Housing Needs, Anti-Social Behaviour Team, Regulatory Services, Revenues and Benefits, Rents and Income Recovery. The purpose of sharing the data is to facilitate the payment of guaranteed rent and to sustain private sector tenancies, ensuring that properties meet legal standards and that landlords comply with their legal responsibilities. Limited data (name, address and contact details) will be shared externally with MyDeposits for the purpose of meeting the legal obligation to protect tenancy deposits in a Deposit</i>

<p><i>Protection Scheme .</i></p> <p>2. <i>The data will not be shared internally or externally.</i></p>
<p>How can the service user get access to it?</p> <p><i>Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection</i></p>
<p>State whether any data is to be transferred outside the EU?</p> <p><i>No</i></p>
<p>Is processing based on consent?</p> <p><i>Yes</i></p>
<p>What other rights does the service user have that we have to make known to them?</p> <p><i>The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO)</i></p>
<p>State if there will be any automated decision making</p> <p><i>No</i></p>