



NEWTON & CO
LETTINGS

Privacy Policy

Updated Dec 2023

Your Privacy Matters

As one of Bolton's leading independent letting agents, we hold ourselves to the highest standards on how we collect, store and share your personal data. If you have any concerns about your personal data and how this is managed by Newton & Co Lettings Limited then in the first instance, please write or email us by using the contact details below contained under the heading "data controller".

Data Controller

For the purposes of personal data collection, the Data Controller is known as "11894058" with the Information Commissioners Office registration number of ZB202527 who can be contacted at the following address:

Newton & Co Lettings Limited- Jumbles Suite, The Old Mill House, Deakins Business Park, Egerton, Bolton, BL7 9RP | 01204 323300 | lettings@newtonco.co.uk

Personal Data We Collect

We use the personal data you provide through the contact us button, valuation button, message us, for the purposes of answering your query or registering you on our applicant's database if requested. We will not contact you about any other purpose unless you have given us explicit consent to do so.

Reasons We Share Personal Data

We will only share personal data with third parties, when it is reasonable to do so, and where there is no unwarranted harm upon you. For example, if you request to be added to our database for 1 bed properties in BL1 we will store and share your personal data with our third-party management software system. At no time we will share your personal details with any other party unless we have a lawful basis to do so, or you have given explicit consent.

How to Access & Control Your Personal Data

We will store your personal data on our secure servers and hold them until such a time, there is no lawful basis to do so. You have the right to request we amend or delete your personal data at anytime and this can be done, by using the contact details above. We will confirm deletion or amendment within 7 working days or if we are unable to do so, then we will explain the lawful reason why this cannot be actioned.

t: 01204 323300
e: lettings@newtonco.co.uk
www.newtoncolettings.co.uk

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Jumbles Suite, The Old Mill House, Deakins
Business Park, Egerton, Bolton, BL7 9RP
Company No: 11894058



Cookies

The Cookies on our website are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. We also have cookies to confirm if a visitor to the site has accepted for Cookies to be installed on their computer. At any time, you can clear and remove the Cookies via the settings option of your internet browser. You can find more information about Cookies by clicking this link <http://www.allaboutcookies.org/>

Links to Third Party Websites

Our website may contain links to other sites, mainly those of official legal regulatory bodies, but also to those of other third parties. Newton & Co Lettings Limited is not responsible for the privacy practices within any of these other sites. You should be aware of this when you leave the Newton & Co Lettings Limited website and we encourage you to read the privacy statements on other websites you visit.

Privacy Notice

How we use your personal Data:

-viewing requests

We will hold and process your personal data for the purposes of processing your request for a viewing. Your personal data will not be shared with any other third party not connected to the viewings without your explicit consent but maybe given to the current occupiers and owner of the property. Your personal data will be held for a maximum period of 12 months after we first receive your enquiry, if you do not enter a contractual relationship facilitated by ourselves, after which time it will be deleted.

- Tenancy Application

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application without your explicit consent.

- Staff

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data maybe shared with third party agencies such as accountants to ensure we fulfil our contractual obligations to you. We will also hold and process your personal data for any lawful reason required such as a law enforcement or HMRC request. We will store your personal details on our staff database but will not share your personal data with any other third party not connected to your employment without your explicit consent.

- Tenancy Deposit Prescribed Information- Relevant Person

We will hold and process your personal data for a lawful reason to ensure that we are able to provide you with prescribed information about the tenancy deposit. We will store/share your personal details on our property management system, all parties on the tenancy agreement, and the relevant deposit protection scheme but will not share your personal data with any other third party without your explicit consent.

- Occupier Right To Rent Checks

We will hold and process your personal data for the purposes of complying with the Immigration Act 2016 or any relevant legislation applicable at that time. Your personal data will not be shared with any other third party without your explicit consent apart from the Landlord or any Government Agency which requests legislative compliance. Your personal data will be held for a maximum period of 12 months after the end of the tenancy, at which point it will be securely deleted.

- Next Of Kin

We will hold and process your personal data for a legitimate reason to ensure in the event of non-communication from the tenant, we are able to contact you to ascertain their safety, location or current status. We will also hold and process your personal data for any lawful reason required such as a law enforcement request. We will store your personal details on our property management system but will not share your personal data with any other third party without your explicit consent.

-Guarantor Application

We will hold and process your personal data for purposes of completing your guarantor application. Your personal data will be shared with our designated credit referencing agency to process the guarantor application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the guarantor application without your explicit consent.

-Tenant Guarantor

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data may be shared with the tenants, other guarantors and the landlord of the agreed tenancy to ensure that any obligations under the Deed of Guarantee can be fulfilled. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the Deed of Guarantee of the agreed tenancy without your explicit consent.

-Contractor Terms Of Engagement

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, landlords and property management software systems to ensure the efficient management of the works requested.

We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the works requested without your explicit consent.

The Contractor agrees that any personal data provided to them by the Agent, such as tenant or landlord details are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely. The Contractor further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Contractor to adhere with the General Data Protection Regulations.

- Landlords

We will hold and process your personal data for contractual and/or legitimate reasons. Therefore, your personal data will be shared with third parties to include but not limited to the tenants, any guarantors, contractors, software providers, tenancy deposit schemes, local council and utility companies to ensure the efficient management of your property. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected with the management of your property without your explicit consent.

The Landlord agrees that any personal data provided to them by the Agent, such as tenant details, are safely stored and not passed onto any third party without the explicit consent of the individual to whom that data belongs and where that personal data is no longer required, that such personal data is disposed of securely.

The Landlord further agrees, that they will fully cooperate with the Agent in the event a Subject Data Access Request is received, and to compensate the Agent for any liability incurred through a failure of the Landlord to adhere with the General Data Protection Regulations.