

CITY PROPERTY LETS

CITY RENTAL SERVICES

How we use your personal data

Contractor Information

Our use of your data

City Property Lets and City Rental Services require your data in order to instruct you to carry out works on our properties.

To use this data, we need your active consent. Unless you opt in, we will assume we do not have permission to use your information.

After providing it, you still have the right to withdraw consent to us holding your data, in which case we will be unable to instruct you but your data will be removed.

What data do we collect?

CPL and CRS will require personal data such as your name, contact details, payment details and public liability insurance information. No sensitive data is required and no automatic processing is involved.

How is your data used?

Our employees will use your contact details to arrange works with you. We may pass your contact details to tenants when works are in progress so that they may contact you directly. Insurance information is kept in order to fulfil legal requirements.

We do not use your data for marketing, and we do not pass it on to third parties for marketing purposes.

Access to your data

If any of the data we hold about you is incorrect, please contact us and we will amend it. You are also free to ask about the data we hold on your file. It will be maintained for a maximum of seven years after you request removal, for accounting reasons.

Any concerns you have may be raised in the first place with us at wendy@citypropertylets.co.uk, but you are also free to escalate them to the Information Commissioners' Office.

Contact us

If you want to discuss our data protection policies, you can contact us on the following:

Phone: 0117 908 0062

Email: wendy@citypropertylets.co.uk

Web: www.city-property-lets.co.uk

I have read and understood the above privacy policy, and consent to City Property Lets and City Rental Services using my data in accordance with these terms.

Signed:

Date:

Printed:

CITY PROPERTY LETS



**58 Gloucester Rd
Bristol
BS7 8BH**

CITY RENTAL SERVICES

