



## Your landlord's obligations to you in line with changes in Data Protection legislation

Legally, as your landlord, we must have your personal information for you to be a tenant.

You have received Connswater Homes' privacy notice which explains exactly what we do with your personal information.

We need personal information about you & your household to make sure we provide you with good service and support. We must also as a registered housing association comply with the law in regard to protecting your personal information. This is a statutory requirement under Data Protection Legislation. Currently we comply with the Data Protection Act 1998 but this is changing from 25<sup>th</sup> May 2018 and we must comply with the new General Data Protection Regulations.

To get ready for this we are contacting all our current tenants to get permission to hold, share and use your personal data.

As a landlord we need your personal information to provide a variety of services. By processing that information we may be able to offer tenants:

- New homes or a transfer to alternative accommodation when the household make-up or requirements change
- Support in paying rent & welfare advice services
- A better living environment by tackling tenancy fraud, crime and illegal subletting
- Safer homes by dealing with anti-social behaviour
- A responsive pro-active maintenance service
- Community development and engagement activities

### Our commitment to you with your personal data:

- We will keep personal information private, securely stored and deleted when no longer needed;
- We will be transparent and fair to the individuals whose personal information is held;
- We will collect only the information necessary for a particular purpose; and
- We will make sure that only those who need the information, and are legally entitled to do so, have access to it.

Please complete the form below and return in the envelope provided. In the case of joint tenancies one form must be completed for each person on the tenancy agreement. If you have any queries please contact the Data Protection Officer on 028 9065 6155.

---

Consent to hold, process and use personal information.

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_