

House Owner Privacy Notice

We are committed to handling your personal data responsibly and in line with data protection guidelines (most recently GDPR effective 25th May 2018).

What information we collect

In order to work with you, we have a legitimate interest in a variety of information personal to you such as your contact details, information relating to your activity with us, bank details for any payments we make you, and potentially other details such as your occupation for insurance purposes.

How we use your data

We use this data to set up and implement lease agreements with you for any properties you allow us to use, and to ensure that they are properly insured if this is our responsibility under our agreement with you.

How we store your data

We take our responsibilities to protect your data seriously. It is always stored in secure locations where access is restricted to only those who have a legitimate need to view it.

If you provide us with your bank details, we will record these on our online banking system for the purpose of paying you, and they will also be available to a small number of trustees for the purpose of authorising payments. Any personal details required for insurance purposes will be passed to our insurance brokers and to potential insurers.

We will not otherwise share data with any third parties. The only exception to this is those third parties that provide us with services, for example our online database. When sharing data with third parties we make sure that they understand that we expect data to be held securely and in line with GDPR.

How long we keep your data

We only hold your data for as long as is necessary. We will keep your records for as long as you let us use your property, and until all related arrangements (such as utility contracts) have ended. We have a legal obligation to retain information relating to financial transactions for up to 7 years, so we will keep records relating to any payments we have made for 7 years after the last payment.

Your rights over your data

You have a number of rights including the rights to access your data, have corrections rectified and have data deleted.

You can find full details of your rights in our Privacy Policy. This can be found on our website boaztrust.org.uk/contact/privacy-policy/ or you can request a copy by emailing privacy@boaztrust.org.uk.

If you wish to exercise any of these rights please contact our Data Protection Officer on privacy@boaztrust.org.uk.

You can complain to the Information Commissioner if you believe that we have not complied with your data protection rights.

What happens if you do not provide some of the data we request

You're not under any statutory or contractual obligation to provide us with the data requested. However, if you do not provide the information we may not be able to work with you.