

Euro Bangla Property Services Privacy Policy (2021)

Our contact details

Name: Moin Ahmed

Address: 438 High Street North, Manor Park, London E12 6RW

Phone Number: 0208 586 0153

Website: www.info@ebproperties.co.uk

E-mail: info@ebproperties.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Tenant Name, email address, telephone numbers, Date Of Birth, address, including previous address, marital status, insurance numbers, nationality, nationality, next of kin, bank account details, including account number and sort code.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To undertake and perform our obligations and duties to you in accordance with the terms of our contract with you.
- To enable us to supply you with the services and information you have requested
- To help you manage your tenancy
- To carry out due diligence on any prospective tenant, including whether there is any money judgements against them or any history of bankruptcy or insolvency
- To contact you in order to send you details of any changes to our supplies which may affect you and
- All our purposes consistent with the proper performance of our operations and business.

We may share this information with:

- Credit check companies, obtaining of references from relevant parties whose data you have provided.
- If you are unable to make payments under your tenancy, your information may be disclosed to any relevant party assisting in the recovery of this debt or the tracing of you as a tenant, and
- In the creation, renewal or termination of the tenancy, your information will be disclosed to the relevant local authority, tenancy deposit scheme administrator, service/utility provider, freeholder and any other relevant person or organisation in the connection with this

How we store your personal information

Your information is securely stored in our office at 438 High Street North, Manor Park, London, E12 6RW.

We keep all information for the duration of the tenancy. We will then dispose your information by shredding.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@ebproperties.co.uk / 0208 586 0153 / 438 High Street North, Manor Park, London, E12 6RW if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at first instance at 438 High Street North, Manor Park, London, E12 6RW

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>