

Privacy Notice

Evenbrook Group Limited and its subsidiary companies including Evenbrook Estates Limited, Evenbrook Limited, Hamstead Campus Limited, Hamstead Hall Limited and Evenbrook Properties 2 Limited are collectively referred to as “Evenbrook” “We” “Us” and “Our”. Our address is Evenbrook, Brecon House, Browns Green, Birmingham B20 1FE and you can email us at data@evenbrook.co.uk.

This policy describes the personal data that Evenbrook collects from or about you (“You”, “Your”) and how We use that information. During the course of conducting Our affairs Evenbrook will deal with personal data in respect of tenants and potential tenants and other parties. By virtue of data protection legislation, Evenbrook is the “Controller” of this information. The manner in which your personal data is collected, stored and used is referred to as “Processing”. Evenbrook will process Your personal data in a manner that is compatible with data protection legislation. Evenbrook does not sell personal data. Evenbrook does share personal data in limited circumstances with third parties where it has your consent to do so or where there are legitimate interests or there is a legal obligation to do so.

Data protection legislation requires us to comply with various principles, under which personal data must be:-

- fairly and lawfully processed
- processed for specific and lawful purposes
- adequate, relevant and not excessive
- accurate and up to date
- not kept for longer than is necessary
- kept secure

In the context of this policy, “personal data” may include details such as:-

- Your contact details and those for any guarantor and next of kin you tell us about
- Your bank details including copy bank statements that You provide to Us
- Your employer details and Your remuneration information that You provide to Us
- Your date of birth and gender and any disability that You tell Us about
- Your passport, identity card, driving licence, birth certificate and similar documents that we copy
- The contents of any reference obtained from Your employer or from Your landlord or from a credit referencing provider about You with Your consent
- Notes from any contacts with you regarding Your tenancy or feedback from You

The personal data is used for Our business purposes. Such uses include:-

- applying for and maintaining a property tenancy with Us
- establishing that You and any adult occupants have the Right to Rent in the UK
- establishing that You and any adult occupants are not subject to Sanctions
- payment of rent and any other charges
- administering Your tenancy contract or potential tenancy contract with Us
- arranging for property maintenance works including with third parties
- contacts with local authorities and utility service providers
- informing you of Evenbrook marketing and feedback activities
- such other legitimate purposes as reasonably required by Evenbrook
- wherever we have a legal obligation to process Your personal data

Privacy Notice (continued)

You have the following rights in relation to the way in which Evenbrook deals with Your personal data:-

- the right of erasure (or to be forgotten)
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse Your personal data)
- the right to object to Evenbrook handling of Your personal data
- the right to withdraw Your consent to Evenbrook handling Your personal data

Where You exercise Your right to object or withdraw Your consent we may process Your personal data without Your knowledge or consent where We are permitted or required by law or regulatory requirements to do so or where there are legitimate interests in doing so. In such a case, We will not process more personal data than is required under the circumstances.

We will not send You marketing emails unless You have consented to receiving them. Please contact Us at data@evenbrook.co.uk if You wish to change Your preferences.

When You visit Our websites at www.evenbrook.co.uk or www.ham-cam.com we may make use of cookies. Cookies allow a website to remember things like Your preferences in order to improve Your user experience. If a website does not use cookies, it will think You are a new visitor every time You move to a new web page. It is possible for You to block some or all cookies, or even to delete cookies. Further details can be found on Our website which has a link to our cookies policy.

Except as otherwise permitted or required by law we will retain Your personal data only for as long as it is necessary to fulfil the purposes for which it was collected.

Under data protection legislation, You have the right to ask for a copy of the information that We hold about You. If You wish to exercise this right please see Our Subject Access Request Policy and contact data@evenbrook.co.uk.

If You are not satisfied by Our actions, You can seek recourse through Our internal complaints procedure. If You remain dissatisfied, You have the right to refer the matter to the Information Commissioner or seek recourse through the courts.

The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Our ICO Registrations include: Evenbrook Estates Limited: Z9551468; Evenbrook Limited (formerly Greater Midlands Housing Company Limited): Z489605X; Hamstead Campus Limited: Z2280215; Hamstead Hall Limited: Z2280229 Evenbrook Properties 2 Limited: Z2280201

If You would like to know more or have any concerns about how Your personal data is being processed please contact: data@evenbrook.co.uk or write to Evenbrook, Brecon House , Browns Green, Birmingham B20 1FE

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