

# Website Privacy Notice – Move In Lettings

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## 1. Introduction

Move In Lettings is committed to protecting your privacy and ensuring the security of your personal data. This Privacy Notice explains how we collect, use, store, and protect your information when using our website or letting services.

## 2. What Personal Data We Collect

- Identity Data – name, date of birth, ID documents
- Contact Data – address, email, phone number
- Tenancy Information – rental preferences, landlord/tenant agreements
- Financial Data – bank details, credit checks, affordability evidence
- Technical Data – IP address, browser type, device type, cookies
- Communication Data – messages, emails, call logs

## 3. How We Collect Your Data

- When you complete forms on our website
- When you contact us via phone, email, or in person
- Through references, credit checks, and tenancy applications
- From third-party referencing agencies (with your consent)
- Automatically through cookies on our website

## 4. Why We Use Your Data

- To deliver our letting and property management services
- To conduct due diligence and satisfy legal obligations (e.g., AML checks)
- To perform tenant referencing and credit checks
- To respond to enquiries and oversee your account
- To adhere to UK laws and regulations
- To enhance our website and services

## 5. Lawful Basis for Processing

- Contractual necessity
- Legal obligation
- Legitimate interests
- Consent (for marketing and optional uses)

## **6. Sharing Your Data**

- Letting agents, landlords, tenants, and property owners
- Third-party service providers
- Legal, regulatory, and law enforcement authorities
- IT and website hosting providers

We never sell your data.

## **7. International Transfers**

Your data is stored in the UK or the EEA. If it is transferred outside, appropriate safeguards will be applied.

## **8. Data Retention**

Data is retained for as long as necessary, usually for 7 years following tenancy or transaction.

## **9. Your Rights**

- Access your data
- Correct inaccurate data
- Erase data ("right to be forgotten")
- Restrict or object to processing
- Data portability
- Withdraw consent
- Complain to the ICO (<https://ico.org.uk>)

## **10. Cookies**

We utilise cookies to enhance your browsing experience. You can accept or reject them in your browser settings.

## **11. Get in Touch**

If you have any questions or wish to exercise your rights, please contact us at:

Move In Lettings

Email: [info@moveinlettings.co.uk](mailto:info@moveinlettings.co.uk)

Phone: 07835593792

Address: Office Hub, Admirals Park, Crossways, Dartford, England, DA2 6QD

Website: [www.moveinlettings.co.uk](http://www.moveinlettings.co.uk)