

Narrow Estates Ltd. General Data Protection policy

Here at Narrow Estates we hold contact details of landlords, tenant, contractors and guarantors. We are registered data holders (Registration number Z7876952). We have never, and will never use your data for marketing purposes, and will only pass data on to third parties where necessary for the management of the rented property.

Landlord details.

As property managers we hold contact details and bank details for some of our landlords. The data is held securely on our software system and at our own bank for the payment of accounts. When account details are printed out, the paper printout is held for at least one month, then shredded when the payments have been reconciled with our bank statements.

Tenant details.

We hold contact details for tenants only for the purpose of managing the property. These details may be passed to contractors and utility companies where necessary to arrange repairs and make sure that utilities are paid for as required by the tenancy agreement. All contractors will have a GDPR policy of their own, which will only allow them to contact you to arrange appointments for repairs and maintenance.

If tenants give us their bank details for repayment of deposits, we will hold those details on our management software and at our own bank until the end of the tenancy. The details will be deleted from our bank a month after the end of the tenancy.

We will also ask for a forwarding address at the end of the tenancy. This is solely for the return of deposits, forwarding of mail and arranging final utility bills.

Contractors details.

We hold contact and bank details for payment of invoices. These details will be held on our property management software and at our bank, and will be used only for the purposes of paying invoices for repair and maintenance of properties under our management.