

## Privacy Policy – Acting as a Guarantor for a Student

Your privacy is important to us and this policy details what information we may collect from you, how it is collected, how we will use it and who we might share it with, when you enter into an Accommodation Contract with Mansion Student as a Guarantor for someone.

Mansion Student is part of The Mansion Group Ltd. We are committed to protecting the rights of individuals in line with the Data Protection Act 1998 and the General Data Protection Regulation. For this purpose The Mansion Group Ltd is the Data Controller and their address is 1 Oakwood Square, Cheadle Royal Business Park, Cheadle, Cheshire SK8 3SB.

### Data Protection Officer

The Mansion Group has a Data Protection Officer who is responsible for ensuring that we comply with all data protection legislation. They can be contacted by email at [dpo@themansiongroup.co.uk](mailto:dpo@themansiongroup.co.uk), or by writing to The Data Protection Officer, The Mansion Group Ltd, 1 Oakwood Square, Cheadle Royal Business Park, Cheadle, Cheshire SK8 3SB.

### Why is the information collected?

We collect information about you when you agree to be a Guarantor for someone entering into an Accommodation with us via our website, in person, by telephone or by email. This information is necessary for us to enter into and process an Accommodation Contract and to meet our contractual obligations.

### What information do we collect about you?

The information we may collect from you may include:

- Your name, date of birth and occupation
- Your contact details including, home address, home telephone number, mobile number, email address
- Proof of your ID (a copy of the picture page of your passport or driving licence with photo)

### How will the information be used?

Any personal information you provide will be stored and used by us in accordance with this policy and to comply with the Data Protection Act 1998 and the General Data Protection Regulation. We use the information we have collect information about you for the following purposes:

- To enable us to enter into an Accommodation Contract with the person you are acting as a Guarantor for
- To perform a credit reference check, if applicable



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- To meet the terms of the Accommodation Contract and any debt recovery process that is necessary for the person you are acting as Guarantor for
- To communicate with you and respond to any requests from you

### What is the legal basis for using your information?

To comply with Data Protection Act 1998 and the General Data Protection Regulation we are required to have a legal basis for collecting and using your personal data. The lawful reasons we rely on to use your personal information for the purposes set out in this privacy policy are:

- It is necessary to enable us to enter into and to perform an Accommodation Contract for the person you are acting as Guarantor for
- If it is necessary for us to use your information to comply with a legal obligation

### Who do we share your personal data with?

We will protect and keep your personal data confidential but subject to the provision of any applicable law and depending on the services concerned, we may disclose your information to a the following third parties:

- Companies working on behalf of The Mansion Group Ltd where necessary to provide you with the services that you have personally requested and to process your Accommodation Contract with us
- A credit reference agency, if applicable, to process the Accommodation Contract
- A debt collection agency in the event of default or disputes
- Our joint venture partners, if applicable
- Our professional advisers, for example solicitors and auditors
- In the event of the sale or investment of some or all of our business and assets, or as part of any business restructuring or reorganisation, we may transfer information relating to tenants and guarantors to the new owner, but steps will be taken to ensure that your privacy rights continue to be protected
- Contractors and sub-contractors, if it is necessary to provide you with a service that you have requested or in relation to your Accommodation Contract with us. Any personal information supplied to them will be the minimum required to address your individual needs
- Any relevant government regulator, authority or law enforcement agency to comply with any laws, rules and regulations imposed by any governmental authority
- The police, if the information is required to detect or prevent a crime

The Mansion Group Ltd requires that third party organisations which handle or obtain any personal information are required to comply with the Data Protection Act 1998 and the General Data Protection Regulation acknowledge the confidentiality and sensitivity of the data,



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undertake to respect individual's rights to privacy and only use the information for the limited purposes which have been agreed.

Other than indicated above, we will not disclose any of your personal information without your consent unless we are required to do so by law.

We will not sell, rent out or trade your personal information to any other third party. We will not transfer the information you provide to us outside of the European Economic Area.

### How Do We Protect your Information?

We have strict security procedures covering the storage and disclosure of your information in order to prevent unauthorised access to comply with the Data Protection Act 1998 and the General Data Protection Regulation. This means that sometimes we may ask for proof of identity before we disclose personal information to you. Only relevant members of staff will have access to the personal information you give to us.

### How long do we keep your Information?

We will store any personal data which you given to us for as long as you continue to use our services. However, there are various legal requirements and/or business best practice requirements that determine the retention periods for different kinds of information.

We will regularly review the personal data we hold, and delete anything we no longer need, unless there is a special reason for keeping it. An example of this could be if we require the information to help us recover rent arrears after someone has left one of our properties. For more information see our [Retention Policy](#).

### What are your rights in relation to the information we hold about you?

- You can request a copy of the personal data we hold on you, details of how we use and store your data, or receive further details regarding your rights
- If any personal data we hold regarding you is incorrect, you may request a correction to this information at any time
- You may request that we stop processing your personal data at any time or to object to our continued use of your data. This does not affect any processing that has been carried out prior to your request being received
- You can request us to limit what we do with your information
- You have the right to request that we transmit all or any personal data we hold regarding you to a third party in a commonly used format



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- You have the right to ask us to delete any or all personal data that we hold on you. The only reason we would not carry out this request is if it would result in us being in breach of other legal or regulatory obligations we have, but we would always inform you at the time if this was the case

Our obligations to comply with the above rights may be subject to certain exemptions.

Any requests or objections should be made in writing to the Data Protection Officer by email to [dpo@themansiongroup.co.uk](mailto:dpo@themansiongroup.co.uk) or in writing to The Data Protection Officer, The Mansion Group Ltd, 1 Oakwood Square, Cheadle Royal Business Park, Cheadle, Cheshire SK8 3SB.

### Customer Feedback and Complaints

We welcome your questions and comments about privacy issues. If you are not happy about how we are using your personal data, please email us at [dpo@themansiongroup.co.uk](mailto:dpo@themansiongroup.co.uk) and we will try to resolve your complaint.

If you are not satisfied with our response you can contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk), click the "Report a concern" link and then following the steps found on the page. Alternatively you can write to them at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

### Changes to our Privacy Policy

Mansion Student will keep this privacy policy under regular review. We may change the policy from time to time by updating this page, so that you are always kept informed of how we collect and use the information and when we would disclose it.

