

Tenant Privacy Notice

Golding Property Services Ltd

Last updated: 28 April 2026

1. Who We Are

Golding Property Services Ltd is a letting and property management company.

Address:

62 Castle Street,
Liverpool,
L2 7LQ, England

Website: <https://www.goldingestates.co.uk>

Email: directors@goldingestates.co.uk

For data protection purposes:

- We act as a **data controller** for tenancy applications and enquiries
- We may act as a **data processor on behalf of landlords** once a tenancy is in place

2. What This Notice Covers

This notice explains how we collect and use your personal data if you:

- Enquire about a property
- Apply to rent a property
- Become a tenant in a property we manage

3. Personal Data We Collect

We may collect the following information about you:

- Full name and date of birth
- Contact details (email, telephone, address)
- Employment and income details
- Credit and financial information
- References from employers and previous landlords
- Right to Rent documents
- Bank details for rent payments
- Emergency contact details
- Next of kin details
- National insurance number

4. How We Use Your Personal Data

We use your personal data to:

- Process tenancy enquiries and applications
- Carry out tenant referencing and affordability checks
- Perform Right to Rent checks as required by law
- Prepare and manage tenancy agreements
- Manage rent payments, deposits, and renewals
- Communicate with you during your tenancy
- Comply with legal and regulatory obligations

5. Lawful Basis for Processing

We process your personal data under the following lawful bases:

- **Contract** – to take steps to enter or perform a tenancy agreement
- **Legal obligation** – including Right to Rent and financial regulations
- **Legitimate interests** – managing rental properties effectively
- **Consent** – where required (for example, optional communications)

6. Tenant Referencing

We use **Let Alliance** to carry out tenant referencing.

Your information may be shared with Let Alliance for:

- Identity verification
- Credit checks
- Employment and landlord references

Let Alliance processes your data in accordance with its own privacy policy and UK GDPR.

7. Who We Share Your Data With

Your personal data may be shared with:

- The landlord of the property (as data controller)
- Let Alliance and other referencing agencies
- Deposit protection schemes
- Contractors and maintenance providers
- Local authorities or government bodies (where required by law)
- Professional advisers and IT service providers

We only share data where it is necessary and lawful.

8. How Long We Keep Your Data

We retain tenant data for the following periods:

- **Tenancy records:** up to 6 years after the tenancy ends
- **Financial records:** up to 6 years
- **Right to Rent documents:** 1 year after tenancy ends
- **Unsuccessful applications:** up to 12 months

After this, data is securely deleted or anonymised.

9. Your Rights

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Request data portability
- Withdraw consent where applicable

To exercise your rights, contact us at: directors@goldingstates.co.uk

10. Complaints

If you have concerns about how your personal data is handled, you may contact us directly.

You also have the right to complain to the:

Information Commissioner's Office (ICO)

Website: <https://www.ico.org.uk>

Telephone: 0303 123 1113