

NEWINGTON

LONDON

We acknowledge receipt of the holding deposit. Being a refundable holding deposit for the selected property. This is accepted without prejudice and subject to reference and the Landlords acceptance.

Should the applicant decide not to proceed with the proposed tenancy for any reason the deposit will be retained and not returned under any circumstance.

Failure to complete and return, within five days of the above date the reference application forms provided by Newington Estates will be deemed as an indication that the proposed tenant does not wish to proceed with rental and the deposit will be forfeited. If the references perused are not satisfactory and/or there is a failure to be approved by our referencing service and/or the landlords you will be refunded the holding deposit by cheque or bank transfer.

In the event of the deposit being paid by credit/debit card or cash and the applicant paying the additional expenses to cover the credit/debit card or cash expenses, if any of the deposit is returned the credit/debit card expenses are retained in full and the applicant agrees to waive these costs.

Please be advised that this document is legally binding. The signing hereof acknowledges receipt of the above-mentioned referencing forms.

In accordance with the General Data Protection Regulation (GDPR), Newington London Estates have implemented this policy to inform you, our customer, of the types of data we process about you.

DATA HELD.

1. Newington London Estates will hold various types of data in order to process information and conduct business in an efficient and legal manner.
2. Specifically, we hold your name, address, telephone number and email.
3. We will hold photographic and or photo copied documents, such as passport, driving licence, bank statements, council tax statements in accordance with the Money Laundering Regulation 2003 and Proceeds of Crime Act 2002.
4. Your data will be collected at various stages and this is kept in secure files and or within the company`s IT system.

BASIS FOR PROCESSING DATA.

1. Business to business and customer contact.
2. Marketing information purposes.
3. Your data will be processed to comply with GDPR and will be held for as long as is legally required or no longer necessary.

DATA SHARING.

1. Employees of Newington London Estates who have the responsibility for processing your data will comply with GDPR guide lines. All employees have been informed of GDPR required procedures to conduct their daily business requirements.
2. We may share your data with other parties such as engineers, to facilitate quotes or access. This would specifically include financial services, surveyors and solicitors. There may be other reasons to share data to comply with legal obligations put upon us. Third parties must ensure the data provided is not compromised and in turn implement appropriate technical and organisational measures to ensure the security of your data under GDPR.
3. We do not share your data with bodies outside of the European Economic Area.

PROTECTING YOUR DATA.

Newington London Estates are aware of the requirements under GDPR to ensure your data is protected against accidental loss, disclosure destruction or abuse. Processes have been implemented to protect against this.

DATA RETENTION PERIOD.

We will hold your data for as long as we need to conduct business with you or as long as you allow us to hold your data. Some data retention periods are set by Law and can vary depending on why we need your data and for that reason we may not be able to delete your data.