

Last Updated: 3rd August 2018

RENTS & SERVICE CHARGE COLLECTION PRIVACY NOTICE

The purpose RBH is processing your information is: for the collection of rent and service charges due as a tenant of RBH.

Our legal basis for doing this is: that it is necessary for the performance of a contract with you.

As part of this process the following information may be shared with us: your full name, current address, previous address, Date of Birth, National Insurance Number.

By: the Department for Work and Pensions (DWP).

You are required to provide us with this information by: the terms of your tenancy agreement.

As part of this processing your personal data may be shared with: financial institutions such as Banks and Building Societies, DWP, Rochdale Borough Council, and other government bodies.

All processing of your personal information will remain within the UK.

Your personal information will then be kept on our records for: 6 years from the end of your tenancy.

You have a number of rights which we have to respect. One of these is a right to see all your personal information that RBH processes. For more information on your rights and for further information on how RBH protects your personal information please see the [RBH Privacy Statement](#)

If you are unhappy with how RBH processes personal information you may complain to the UK's regulator, the [Information Commissioner's Office \(ICO\)](#).

RBH employs a Data Protection Officer (DPO) to ensure RBH protects your rights when processing your personal information. The DPO can be contacted in the following ways:

Email: DPO@rbh.org.uk

Telephone: 0800 027 7769 (and ask to speak with the DPO)

By letter: DPO, RBH, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY.