

## Privacy statement for Property Services

### Who we are:

Jobs & Business Glasgow (JBG) is a company limited by guarantee (SC108565) with charitable status (SC023930). JBG's head office is located at Ladywell Business Centre, 94 Duke Street, Glasgow, G4 0UW. JBG is an Arm's Length External Organisation of Glasgow City Council with the aim of delivering economic development activity on behalf of the city.

*Property by Jobs & Business Glasgow Ltd*, a trading subsidiary of JBG, is a company limited by guarantee (SC142446).

Contact details for our Data Protection Officer can be found at [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to set-up a rental agreement with you and to allow us to undertake a credit check to ensure you are able to pay your rent. Your information will be recorded in a hard copy file and also on to our database system and will be used to produce statistical reports. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal basis for using your information:

Jobs & Business Glasgow and/or Property by Jobs & Business Glasgow provide property services to you on a commercial basis. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you).

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

We share information with Credit Control Agencies to allow them to undertake a credit check on you to ensure you are financially solvent. We also share information with our Insurers, Utilities Companies and our External Agents.

Your information is also analysed internally to help us improve our services.

### How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.jbg.org.uk/rrs](http://www.jbg.org.uk/rrs) or you can request a hard copy from the contact address stated above.

### Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.

- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  - III. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us at our as stated above if you wish to exercise any of these rights.

**Information you have given us about other people:**

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Jobs & Business Glasgow. We will only use this information as part of our credit checking process and for referee purposes. If they want any more information on how we will use their information they can visit our web site at [www.jbg.org.uk/privacy](http://www.jbg.org.uk/privacy) or email [customercare@jbg.org.uk](mailto:customercare@jbg.org.uk).

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office. Contact details for our Data Protection Officer and for the ICO can be found on Glasgow City Council's website under [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy).

**More information:**

For more details on how we process your personal information visit [www.jbg.org.uk/privacy](http://www.jbg.org.uk/privacy) or email [customercare@jbg.org.uk](mailto:customercare@jbg.org.uk).

If you do not have access to the internet you can contact us via telephone on 0300 123 2898 to request hard copies of our documents.