

## How we use your personal information

### Jesus College tenants

This statement explains how Jesus College Housing Office ("we" and "our") handles and uses information about tenants and occupants of College-owned property ("you" and "your"). In broad terms, we use your information to manage our relationship and the legal aspects of your tenancy.

The controller for your personal information is Jesus College, Cambridge CB5 8BL. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Bursar, Dr Richard Anthony, email: [bursar@jesus.cam.ac.uk](mailto:bursar@jesus.cam.ac.uk)

The legal basis for processing your personal information is one or more of the following:

- that it is necessary in order for us to enter into a tenancy contract with you
- that it is in our legitimate interests to ensure that the property is maintained correctly
- that we have certain legal obligations as landlord

We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. entering into a tenancy agreement with you.

We require your name, address, email address, phone number and other relevant contact details, your date of birth and nationality, including passport (or other forms of identification such as residence cards and residence permits) details before entering in to a tenancy agreement with you. We may also take up references and perform credit checks to determine your suitability as a tenant and confirm that you are able to meet the financial requirements of the tenancy.

We retain this information until the end of your tenancy, plus 1 year afterwards.

B. providing you with necessary services.

In order to facilitate smooth transfer of services between tenants and to provide maintenance services efficiently, we may share your contact details with utility companies and approved College contractors where necessary. Contractors, College staff or agents will never enter the property without prior notice, as per your tenancy agreement.

This may involve us handling some special category data about you, for example adaptations to accommodate a disability or to meet religious requirements. We will not share special category data without your consent.

We retain records of this sharing until the end of your tenancy.

C. processing financial transactions and arrangements

The College processes payment of your rent and other financial transactions. It will also record details of any arrears and financial arrangements or any legal action for recovery of rent or other damages against you.

We retain this information for 7 years.

D. fulfilling our legal obligations.

As landlord, the College is required to verify your right to rent, notify the local authority for Council Tax purposes and arrange for certain safety checks of the property and equipment therein.

We retain records of these actions until the end of your tenancy plus 1 year afterwards.

E. acting as agent for a third party organisation

Very occasionally the College lets accommodation to an organisation for occupancy by