

PLEASE BE AWARE OF THE FOLLOWING INFORMATION
ON THE DATA PROTECTION ACT 1998

Disclosing information about tenants and sharing owners

The Association is governed by the Data Protection Act 1998 which means that we have to meet certain obligations when processing personal information to prevent that information being improperly used or distributed.

However, tenants and sharing owners should be aware that there are certain circumstances where we are obliged by law to release information to third parties or where it is good practice to do so. Typical examples of this include:-

- Providing the local authority or utility companies with the names and addresses of tenants, former tenants or sharing owners.
- Where a tenant or sharing owner leaves without paying the rent or other monies due (or without making an arrangement to pay these) the Association may provide their details to a tracing agent or debt collection agency to help recover the amounts due.
- Providing the name, address and contact details of tenants to contractors who have been instructed to carry out repairs to a property.

Please be aware that the Association takes its responsibilities to protect Data extremely seriously and we have procedures in place to guard against the unauthorised or unlawful disclosure or processing of data.

Further information on the Data Protection Act can be obtained from:-

www.ico.gov.uk

or by writing to:

The Information Commission's Office
28 Thistle Street
EDINBURGH
EH2 1EN

Telephone:- 0131 225 6341
