

**Exeter Business Centre Ltd (managed by Exeter City Council)**

**Privacy Notice**

**How we use your personal information**

We use your personal information so that we can provide assistance to you if you are seeking to acquire a Tenancy Agreement from Exeter Business Centre Ltd.

We are required to do this in order to manage the contract we have entered into with you and to comply with legal obligations.

**What we will do with it**

We will sometimes need to share your personal information between teams within the Council and with our Contractors for arranging access to the premises and appointed third parties for tenant consultation exercises.

We may check information you have provided with your Bank, Referees, Guarantor and Accountant in order to ensure the accuracy of the information, to prevent or detect fraud or to protect public funds. We may also need to use your information to complete a Status Enquiry with a Credit Reference Agency.

**How long will we keep your information**

The period that we have to keep your information for is usually set out in law. We will keep your information for 7 years from the date your tenancy is terminated. Where a tenancy fails to complete, your information will be disposed of within 6 months of file closure. When your information is no longer needed it will be securely and confidentially destroyed.

**More information**

For more information about how we look after your information or to find out more about your rights, go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection) or contact the Data Protection Officer on 01392 265257.