

UNIEK Residential – Data Protection Policy

Registered Office: Uniek Residential, 2 Fitzalan Road, Brunel House, Clockwise Offices, Cardiff, CF24 0EB

Rent Smart Wales Licence Number: LR-58171-54240

Purpose

This policy explains how UNIEK Residential collects, uses, stores and protects personal data in compliance with UK GDPR, the Data Protection Act 2018, and Rent Smart Wales licence requirements.

Scope

This policy applies to all employees, contractors and systems involved in property sales, lettings and management throughout Wales.

Our Commitment

We handle personal data lawfully, fairly and transparently, ensuring it is relevant, accurate, secure and retained only for as long as necessary.

Personal Data We Collect

Data may include names, contact details, identification documents, financial and payment information, tenancy and sales records, references and maintenance-related information.

Lawful Basis for Processing

We process data under one or more lawful bases including contractual necessity, legal obligation, legitimate interest, or consent where required.

Data Sharing

Personal data may be shared with solicitors, referencing agencies, deposit scheme providers, contractors, insurers and regulatory authorities where appropriate. Only the minimum necessary information is shared.

Data Security

We implement appropriate technical and organisational measures including secure IT systems, controlled access, staff training and secure storage of physical records.

Rent Smart Wales Compliance

We maintain accurate records, evidence of compliance, and secure handling of landlord and tenant information in accordance with Rent Smart Wales licence conditions.

Data Retention & Disposal

Personal data is retained only for as long as legally and operationally required and is securely destroyed once no longer needed.

Individual Rights

Individuals have rights under data protection law including access, rectification and, where applicable, erasure of their personal data. Requests should be submitted in writing.

Data Breaches

Any suspected data breach will be investigated promptly and managed in line with ICO reporting requirements.

Policy Review

This policy is reviewed annually or sooner if legislation or regulatory guidance changes.