Reservation form – Academic Year – 2022-2023 Please complete ALL sections in BLOCK CAPITALS

Westmanor

Property: Flat Number: Room: Title Mr Miss Mrs Ms Other, please state IMPORTANTI First name(s) (set appears or your fo Description Description Please provide us with a copy of government is sude photo ib Valt ib form to complete the reservation. Mobile Home telephone number Email Address Complete the reservation. Current Term Time Address & Post Coole (f applicable) Next of kin Name Address & Post Coole (f applicable) Other Date of Birth Age Contact Number Image: State					
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floorplans, I cannot raise a complaint with Westmanor if the flat differs from what I expect. ✓ I have read, ticked the consent box and signed the data consent form Print Name:					
(Office use only) £100 / 25% paid by cash/ card /BP Date received Staff					

Data Consent Form



Please read and complete this consent form to confirm that you agree to Westmanor Student Living Ltd processing your personal data.

We, **Westmanor Student Living Ltd** need to ask your permission before we can use your personal data.

What personal data do we ask for?

Name, Telephone number(s), Email address, current address, parent/guardian name and address, date of birth, gender, nationality, university attending, university course name and dates, university student number, Certificate of registration or Council tax exemption certificate, bank details and a copy of photographic identification.

Why do we want your personal data?

To ensure that your tenancy is conducted legally and in the best interests of all parties.

How do we use your personal data?

For identity purposes, contractual purposes, contact purposes, processing payments/refunds and registering your deposit (if applicable) in a government scheme.

Who may we share your personal data with?

Leicester City Council, Utility companies, Emergency Services, the landlord of the property, Courts, NatWest Bank, PTX Direct Debit management system, University of Leicester, De Montfort University, your guarantor, Security services, Maintenance contractors working on behalf of Westmanor Student Living and/or the landlord of the property and any other professional agencies.

Why do we want to share your personal data?

To ensure that utility accounts are kept up to date for your property, to ensure that any emergency or illegal situations that may arise are dealt with efficiently, to ensure that your tenancy is conducted legally and effectively, to process and receive rent and other payments,

How long will we keep your personal data?

Your personal data may be kept for up to 6 years due to the code of practice outlined by The Property Ombudsman.

Can you withdraw your permission?

Yes, you will need to email the allocated data protection officer Sarah Brant <u>sarah@westmanorstudentliving.co.uk</u> to request this.

Please complete below:

Please tick here if you consent to us using your personal data in this way

Signed

Note: You are not obliged to consent to this request. However, if you do not consent then unfortunately you will not be able to continue with your reservation.

Date

Westmanor Student Living, 58 London Road, Leicester, LE2 0QD, 0116 225 3505 infolu@westmanorstudentliving.co.uk