May 2018 (Tenants, Factored owners of Garrion People’s Housing Co-op)

Dear customer

**General Data Protection Regulation 2018 (GDPR)**

The Co-operative is committed to ensuring secure and safe management of all data held, in relation to our customers, with a revised ***Privacy Policy*** now adopted, which complies with the new ***General Data Protection Regulations (GDPR***) which becomes effective from 25 May 2018. These regulations ensure that information we hold about you is managed in accordance with the new Regulations.

A ***‘Fair Processing Notice’*** is enclosed, which explains the information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat this in an appropriate and lawful manner. The enclosed notice advises you about how we ensure your information is kept secure.

A key requirement of complying with GDPR is that you know what data we hold, about you, where this is held and kept safe at all times. Additionally we will hold data for the purpose it was provided, with timescales set for holding the data. If we require to pass your details onto other parties, including contractors etc., whey will be required to meet the same regulations.

A copy of the Privacy Policy is available on our website: [www.gphc.org.uk](http://www.gphc.org.uk) If you wish further information regarding the enclosed Fair Processing Notice, please contact our office.

Yours sincerely

Paul Lennon

Paul Lennon

**HOUSING MANAGER**