

Privacy Policy

Morgan Properties (UK) Ltd trading as Morgan Property Management

Last updated: **February 2026**

1. Who We Are

Morgan Properties (UK) Ltd trading as Morgan Property Management (“we”, “us”, “our”) is a property management and lettings company operating in England.

Company number: 5863284

Registered Office: 1st Floor, 85 Mercian Way, Stockport, SK3 9DF

We are registered with the Information Commissioner’s Office (ICO) as a Data Controller and comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- All applicable data protection legislation

We are responsible for how your personal data is collected, used and stored.

2. What This Policy Covers

This policy explains:

- What personal data we collect
- How we use it
- The legal basis for processing
- Who we share it with
- How long we keep it
- Your rights

This applies to landlords, tenants, applicants, contractors, website users and anyone who contacts us.

3. The Personal Data We Collect

The information we collect depends on how you interact with us.

A. Landlords

We may collect:

- Name and contact details
- Property ownership details
- Bank details for rent payments
- Identification documents (ID verification)
- Compliance documentation
- Correspondence records

B. Tenants & Applicants

We may collect:

- Name, address, email, phone number
- Date of birth
- Employment and income details
- Identification documents
- Right to Rent documentation
- Credit referencing information
- Bank details
- Tenancy agreement information
- Guarantor details (where applicable)

C. Contractors

- Business contact details
- Insurance documentation
- Payment information

D. Website Users

When you use our website, we may collect:

- IP address
- Browser type
- Pages visited
- Time spent on pages
- Form submissions

This information is collected via cookies and analytics tools.

4. How We Use Your Information

We use personal data to:

- Manage properties and tenancies
- Process tenancy applications
- Conduct referencing checks
- Collect and transfer rent
- Arrange repairs and maintenance
- Comply with legal obligations
- Communicate with landlords and tenants
- Provide compliance services
- Respond to enquiries
- Send service-related updates
- Send marketing communications (where permitted)

5. Legal Basis for Processing

We rely on one or more of the following legal grounds:

- **Contractual necessity** – to fulfil tenancy or management agreements

- **Legal obligation** – to comply with housing law, tax law, Right to Rent checks, anti-money laundering requirements
- **Legitimate interests** – to operate and improve our business services
- **Consent** – where required for marketing communications

You may withdraw consent at any time.

6. Marketing Communications

We may contact landlords and prospective landlords regarding:

- Legislative updates (including Rent Reform 2026)
- Compliance services
- Property management services
- Industry news

You can unsubscribe at any time by:

- Clicking the unsubscribe link in emails
- Emailing: info@morganpropertym.com

We do not sell personal data to third parties.

7. Sharing Your Information

We may share information with:

- Referencing agencies
- Deposit protection schemes
- Contractors
- Legal advisers
- Accountants
- PayProp (rent processing platform)
- Alto (property management software provider)
- HMRC and regulatory authorities where legally required

We only share data where necessary and lawful.

8. Data Security

We implement appropriate technical and organisational measures to protect personal data, including:

- Secure property management software systems
- Password protection and access controls
- Encrypted communication where appropriate
- Restricted internal access

9. How Long We Keep Your Data

We retain personal data only as long as necessary, including:

- Tenancy records – typically 6 years after tenancy ends
- Financial records – in line with HMRC requirements
- Compliance documentation – as legally required

When data is no longer required, it is securely deleted or anonymised.

10. International Transfers

We do not intentionally transfer personal data outside the UK.

Where third-party providers process data outside the UK, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- Standard contractual clauses

11. Your Rights

Under UK GDPR, you have the right to:

- Be informed
- Access your data

- Request correction
- Request erasure
- Restrict processing
- Object to processing
- Data portability
- Not be subject to automated decision-making

To exercise your rights, please contact:

info@morganpropertym.com

We will respond within one month.

12. Cookies

Our website uses cookies to improve user experience and monitor website performance.

You can manage cookie preferences via your browser settings.

A separate Cookie Policy is available on our website.

13. Complaints

If you are unhappy with how we process your data, please contact us first.

You also have the right to lodge a complaint with:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org.uk

14. Changes to This Policy

We may update this Privacy Policy from time to time.

The latest version will always be published on our website.

Rent Reform 2026 – Compliance Review Data Notice

When you request a Rent Reform 2026 Compliance Review, Morgan Property Management will process personal data relating to you and, where necessary, your tenants.

What We May Collect

To carry out a compliance review, we may request:

- Landlord contact details
- Property address details
- Copies of tenancy agreements
- Deposit protection information
- Rent schedules
- Compliance certificates (EPC, Gas Safety, EICR etc.)
- Correspondence relating to notices served
- Tenant names (where relevant to tenancy documentation review)

We do not require full tenant personal files unless strictly necessary for compliance assessment.

Why We Process This Information

We process this data to:

- Assess tenancy compliance under Rent Reform 2026
- Identify documentation gaps
- Provide written recommendations
- Advise on transition requirements
- Support lawful tenancy updates

Legal Basis

We rely on:

- **Contractual necessity** – to provide the compliance review service
- **Legitimate interests** – to deliver professional advisory services
- **Legal obligation** – where housing legislation requires compliance checks

Data Minimisation

We only request information that is necessary to complete the compliance review.

Where possible, information should be redacted to remove unnecessary tenant personal data.

Data Retention

Compliance review records will typically be retained for up to 6 years for professional liability and audit purposes, unless otherwise required by law.

Third Parties

We do not share compliance review information with third parties unless:

- Required by law
- You request us to act on your behalf
- It is necessary to fulfil the service

Security

All documentation provided for review is stored securely within our property management systems and protected by access controls.