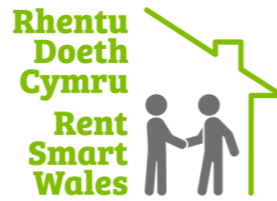


GENERAL DATA PROTECTION REGULATION (GDPR) GUIDE FOR LANDLORDS AND AGENTS

Rent Smart Wales have published a brief overview of landlord and agent responsibilities under GDPR. Landlords and agents should audit their own data protection procedures to ensure they are compliant. For further clarification, advice should be sought from Information Commissioner's website, available here: www.ico.org.uk/

Please note that this guide is intended to focus on property management arrangements undertaken by landlords and agents in regard to protecting tenants, not the general responsibility that comes with running a business and employing staff. Separate and additional advice should be sought in this area, if required.

For further information, please go to www.rentsmart.gov.wales/en/gdpr/ where the full overview can be found.



Key Message	Action
Check if you need to register	Use the Registration Self-Assessment Toolkit to check if you're required to register with the ICO.
Protect data	You have a duty to protect the data in your Possession - refer to ICO guidance on security.
Keep your evidence	Ensure you have adequate evidence that your tenants have read and understood what data will be collected and how it will be used.
Destroy data when no longer needed	Once data is no longer needed, you should destroy it in a safe and secure manner.
Only use data for originally collected purpose	You must have a lawful basis for collecting, storing and using the data.

OVER TO YOU!

We are always happy to receive suggestions and feedback concerning the Landlord Hub. The agenda for June's Hub has yet to be confirmed, we invite Landlords and Agents to make suggestions on what topics you would like us to cover in future forums.

- What would you like to be updated on?
- Is there any information you require?

Please let us know and we will make every effort to include your chosen topics. Send us your requests to LandlordHub@torfaen.gov.uk or StephenGriffiths@Monmouthshire.gov.uk

Monmouthshire County Council

Your local authority officer:

Stephen Griffiths

Tel: 01633 644455

E-mail: stephengriffiths@monmouthshire.gov.uk



Landlord Hub



@Landlord_Hub

Torfaen County Borough Council

Your local authority officer:

Louise Corbett

Tel: 01495 742629

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Newsletter

15th Edition

IN THIS ISSUE>>>

- ⇒ Houses in Multiple Occupancy
- ⇒ Fuel Poverty
- ⇒ Residential Landlords Association
- ⇒ GDPR



Welcome!

Welcome to the 15th edition of the Landlord Hub Newsletter!

It was another great turnout at the Landlord Hub on Wednesday 10th October 2018 at Greenmeadow Golf Club, so thank you to everyone who attended.

The speakers for the evening were a representative of Rent Smart Wales who provided an update on General Data Protection Regulations, and Anne Garrett from Torfaen County Borough Council who discussed fly tipping.

As always, we as a Local Authority have an administrative role within the Hub but you as landlords are the key to its success. Please let us know of any guests or topics that you would like to see covered at future events. Together we can make the private rented sector an attractive place in which to grow and protect your business and a viable and affordable housing option of choice for tenants.



A DATE FOR YOUR DIARY...

THE PROVISIONAL DATE FOR THE NEXT FORUM IS TBC

Houses in Multiple Occupation (HMOS)

What is a HMO?

HMO stands for Houses in Multiple Occupation, which means a building, or part of a building, such as a flat, that:

- Is occupied by more than one household and where more than one household shares – or lacks – an amenity, such as a bathroom, toilet or cooking facilities
- Is occupied by more than one household and which is a converted building – but not entirely self-contained flats (whether or not some amenities are shared or lacking)
- Is converted self-contained flats, but does not meet as a minimum standard the requirements of the 1991 Building Regulation, and at least one third of the flats are occupied under short tenancies.

The building is occupied by more than one household:

- As their only or main residence
- As a refuge for people escaping domestic violence
- By students during term time
- For other purposes prescribed by the government

A household is:

- Families (including single people, couples and same sex couples)
- Other relationships, such as fostering, carers and domestic staff

If you own, or are thinking of buying, a property and are proposing to convert it to an HMO there are several matters that require consideration.

Under the Town and Country Planning (Use Classes) Order 1987, shared houses with three or more occupiers or properties converted into flats or bedsits need individual planning consent. For further information please contact Torfaen's Planning team on 01495 762200 or email planning@torfaen.gov.uk

You may also need Building Regulations approval and you will need to seek advice from Torfaen's Building Control team on 01495 762200 or email buildingcontrol@torfaen.gov.uk

If the HMO is licensable you will also need to apply for an HMO licence.

Mandatory (required by law) licensing of HMOs is in place for properties that are:

- Three or more storeys high
- Have five or more people in more than one household, and
- Share amenities such as bathrooms, toilets and cooking facilities

For further information please contact Torfaen's Public Health team on 01633 648009 or email public.health@torfaen.gov.uk

A useful guidance document has been produced by the Welsh Government – Houses in Multiple Occupation:

Practical guidance and can be downloaded at

<https://beta.gov.wales/sites/default/files/publications/2018-09/houses-in-multiple-occupation.pdf>

The document provides a summary of the legal framework relating to HMOs and associated issues.

FUEL POVERTY AND FUEL DEBT IN THE PRS TRAINING COURSE FOR TORFAEN LANDLORDS

In light of the Minimum Energy Efficiency Standards that came into effect from April 2018, Torfaen County Borough Council will be hosting two free training afternoons with an aim to giving landlords a clear understanding of the various issues contributing to fuel poverty and fuel debt, what help and assistance is available, and where you can signpost your low-income and vulnerable tenants for further support.

The 3-hour CPD-certified course will cover:

- causes/impacts of fuel poverty and fuel debt
- brief overview of MEES and HHSRS
- causes and potential remedies for condensation dampness

Residential Landlords Association

The RLA is the leading voice for landlords in England and Wales. The name dates back to 1998 but our roots and experience go back decades to make us the UK's first national landlord association. Owned and trusted by our members, we represent 17,000+ landlords with a combined portfolio of more than quarter of a million properties. Our strength, reputation, experience and professionalism means that, as a member of this most effective campaigning organisation, your voice gets heard.

We provide landlords with a one stop resource centre of information, advice and essential landlord services including:

- A dedicated advice team available online and over the telephone

Private Sector Housing Refurbishment Loans

New criteria, terms and conditions have been introduced on loan products available to owner occupiers, empty property owners and landlords/developers who wish to refurbish houses in Monmouthshire and Torfaen.

For further information please contact the following officers:

For Torfaen residents contact Louise Corbett

E-mail: louise.corbett@torfaen.gov.uk

Telephone: 01495 742629

For Monmouthshire residents contact Steve Griffiths

E-mail: stephengriffiths@monmouthshire.gov.uk

Telephone: 01633 644455

- gas and electricity meters and related issues (i.e. prepayment and smart)

grants and assistance available

The courses will be held on the afternoons of Monday 25 and Wednesday 27 March 2019. If you are interested in attending please email Rentsmart@torfaen.gov.uk or contact Anne Garratt on 01633 647288.

The course will be run by National Energy Action Cymru (NEA) a charity who in partnership with central and local government, fuel utilities, housing providers, consumer groups and voluntary organisations, undertake a range of activities to address the causes and treat the symptoms of fuel poverty.

- DepositGuard – the most cost effective insurance based deposit scheme in the industry

- All the documents you will need from the start to the end of a tenancy including agreements, court notices and letter templates

- Guides to enable you to complete documents correctly

- Regular news to keep you up to date with changing legislation

- Discounts on a variety of essential landlord services

And much more!
Join the Residential Landlords Association today from just £79.95 p.a. and get instant access to all the above benefits and more. Call 03330 142 998 or 0161 962 0010 (9am until 5pm Monday to Friday).

