

DRAFTING NOTE: POINT A

Adding into your letter the contact details for your DPO (Data Protection Officer)

- If you have a DPO (Data Protection Officer) we recommend you provide their details in the letter.
- You DON'T need to create the role of DPO just because you share (or want to share) data into REX (the Rental Exchange).
- Not all companies need to appoint a DPO for the GDPR. And you won't need to appoint one just because you are data sharing into Rental Exchange. It will more depend on whether or not you are a public authority, and what the nature of your core activities are.
- The legal test for whether or not you need to appoint a DPO is set out at GDPR Article 37. (Helpful information to understand how to apply this, is available from the ICO website: [click here](#). (The ICO has also made FAQs available for small local authorities, [link here](#)).

DRAFTING NOTE: POINT B

Why the template letter doesn't include reference to your data retention periods

- Information about how long Experian will retain REX data is included in CRAIN. We reference the relevant sections in this template letter.
- No information has been included about your data retention periods, because we don't have this information.
- You are free to add to this letter to include any additional information about your processing you have responsibility to provide.

DRAFTING NOTE: POINT C

Do you make any international data transfers with REX data?

If you share REX data with anyone outside of the EU, the GSDPR requires as part of a controller's collection notice information, that they provide certain information about this in there. The CRAIN provides information about international data transfers Experian may make with bureau data.

No information is included about your data retention periods, because we don't have this information. You are free to add to this letter to include any additional information about your processing you have responsibility to provide.

If you need further information about what would come within scope of being an international data transfer – helpful information from the ICO is available from this link: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/international-transfers/> The legal bit about what to include in your collection notices, if this applies, is at GDPR Article 13(1)(f).