		1			ı	1	1
Data controller							
Data controller							
Information held	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	Who will it be shared with	How stored	When will it be deleted
information field	WITO 13 CONCERNING IC	In office, over the phone,	Willy 13 te collected	Lawrar basis for processing	Will Will it be shared with	now stored	Wildir Will It be deleted
		email, self-registration,			Landlord, staff, local authority &	Paper /	6 years after tenant
Tonant namo	Staff	tenant application form	To use on contract	Contract fulfillment	utilities, contractors,	electronic	leaves
Tenant name	Stall	teriant application form	To use on contract	Contract runningent	dtilities, contractors,	electronic	leaves
			Add to property management				During tenancy & 6 years
			software	Contract fulfillment	Staff, Contractors, Software provider	Coftware	beyond
			Software	Contract fullillment	Starr, Contractors, Software provider	Software	beyond
					Cradit shock Co. Employer surrent		During topones 9 6 years
			Deferencing	Contract fulfillment	Credit check Co., Employer, current	paper /	During tenancy & 6 years
			Referencing	Contract fullillment	landlord, referencing co.	electronic	beyond
			To be able to center the series			Coftwore	6 years often to
			To be able to contact tenant e.g.	Control C ICH cont	Control on the ff	Software	6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	system	leaves
					Claff Daniell and an artist and	D /	6.77
					Staff, Deposit scheme, relevant	Paper /	6 Years after tenant
			To use on prescribed information	Legal oblgiation	person	electronic	leaves
						_ ,	
			L			Paper /	6 years after tenant
			If legal action is needed	Legal work	Solicitor, Court Services	electronic	leaves
						_ ,	
					0 117 0 1111	Paper /	6 years after tenant
			Services	Contract fulfillment	Council Tax & utility providers	electronic	leaves
		In office, over the phone,				_ ,	
		email, self-registration,	L		Landlord, staff, local authority &	Paper /	12 months after tenant
Tenant contact details	Staff	tenant application form	To use on contract	Contract fulfillment	utilities, contractors,	electronic	leaves
							6 years after tenant
 			Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	leaves
			L		Staff Credit check Co., Employesr,	paper /	12 months after tenant
			Referencing	Contract fulfillment	current landlord, referencing co.	electronic	leaves
			L				
			To be able to contact tenant e.g.			Software	6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	system	leaves
							1
					Staff, Deposit scheme, relevant	Paper /	12 months after tenant
			To use in prescribed information	Legal oblgiation	person	electronic	leaves
			If Legal action is needed, for example			Paper /	6 years after tenant
			possession claim	Legal Work	Solicitors, Court Services	electronic	leaves
					Council Tax & utility providers,	Paper /	6 years after tenant
			Notify utilities & council tax	Contract fulfillment	landlord	electronic	leaves

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Tenant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., employer	Paper / electronic	6 years after tenant leaves
Tenant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves
			Contact in case of emergency			Paper /	12 months after tenant
Tenant Next of Kin details	Staff	Tenant application form	alternative correspondence address	Legitimate interest	Staff, Public bodies	electronic	leaves
Tenant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	12 months after tenant leaves
Tenant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfillment	Staff, landlord	Paper / electronic	12 months after tenant leaves
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant passport or ID documents	Staff	Photocopy of original, face to face	To comply with right to rent checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office	Paper / electronic	12 months after tenant leaves
Tenant Accountant	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., accountant	Paper / electronic	6 years after tenant leaves
Tenant Morgagee	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., Mortgagee	Paper / electronic	6 years after tenant leaves
Tenant NI number	Staff	Tenant application form	Referencing & assessment	Contract fulfillment/Legal obligation	Staff, Credit check Co., landlord, referencing co.,potenally Debt Collection Agency	Paper / electronic	6 years after tenant leaves
Tenant current, future and previous Address	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfillment	Landlord, staff, local authority & utilities	Paper / electronic	6 years after tenant leaves
			To use in prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person	Paper / electronic	12 months after tenant leaves