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	
			,	, , , , , , , , , , , , , , , , , , ,				
		In office, over the phone,			staff, local authority & utilities,	Paper /	6 years after tenant	
Landlord name	Staff	email	To use on contract	Contract fulfillment	contractors	electronic	leaves	
			To be able to accept allowed	Contract C (Cilorent	staff, local authority & utilities,	Paper /	6 years after tenant	
			To be able to contact landlord	Contract fulfillment	contractors,	electronic	leaves	
			To use on deposit prescribed		Staff, Deposit scheme, relevant	Paper /	6 years after tenant	
			information	Legal obligation	person	electronic	leaves	
					F-1-1-1		100000	
						Paper /	6 years after tenant	
			If legal action is needed	Legal work	Solicitos,Court Services	electronic	leaves	
					staff, local authority & utilities,	Paper /	6 years after tenant	
			Services	Contract fulfillment	contractors,	electronic	leaves	
						B /	6 6	
			To comply with Tay Pogulations	Logal obligation	HMPC Solicitors Court Sonicos	Paper /	6 years after tenant leaves	
			To comply with Tax Regulations	Legal obligation	HMRC, Solicitors, Court Services	electronic	leaves	
						Paper /	6 years after tenant	
			To provide details to contractor	Contract fulfillment	Staff, Contractor	electronic	leaves	
			·		,			
						Paper /	3 months after tenant	
			to make rent payments	Contract fulfillment	Lloyds Bank PLC	electronic	leaves	
						Paper /	6 years after tenant	
			in Charles Abby Annual Accounts	Legal obligation	Ross Brooke and Co. Ltd	electronic	leaves	
							6 years after tonant	
			for Property Management	Contract fulfillment	Property Software Solutions Ltd	Electronic	6 years after tenant leaves	
			To Frogerty Management	Contract fullillinent	Toperty Software Solutions Etu	Licetionic	icuves	
Landlord Bank Account		In office, over the phone,				Paper /	3 months after tenant	
Details	Staff	email	to make rent payments	Contract fulfillment	Lloyds Bank PLC	electronic	leaves	
						Paper /	6 years after tenant	
			in Charles Abby Annual Accounts	Legal obligation	Ross Brooke and Co. Ltd	electronic	leaves	
			Sur Burner de Marie	Contract C ICI		El	3 months after Tenant	
			for Property Management	Contract fulfillment	Property Software Solutions Ltd	Electronic	leaves	
Landlord Address and		In office, over the phone,			staff, local authority & utilities,	Paper /	6 years after tenant	
other contact details	Staff	email	To use on contract	Contract fulfillment	contractors,	electronic	leaves	
other contact actails	Juli	Cilian	To use on contract	contract fullillinent	contractors,	CICCLI OTTIC	icaves	

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To be able to contact landlord	Contract fulfillment	staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		
To use in prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves		
To provide details to contractor	Contract fulfillment	Staff, Contractor	Paper / electronic	6 years after tenant leaves		
If Legal action is needed, for example possession claim	Legal Work	Solicitos,Court Services	Paper / electronic	6 years after tenant leaves		
To comply with Tax Regulations	Legal obligation	HMRC, Solicitors, Court Services	Paper / electronic	6 years after tenant leaves		
Services	Contract fulfillment	staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		
for Property Management	Contract fulfillment	Property Software Solutions Ltd	Electronic	6 years after tenant leaves		
in Charles Abby Annual Accounts	Legal obligation	Ross Brooke and Co. Ltd	Paper / electronic	6 years after tenant leaves		
					_	