

NEXT OF KIN DATA ANALYSIS

| 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 |
|---|----------------------|---------------------|---------------------|-----------------------------|----------------------------|-----------------------|------------------------------|
| Next of Kin Name | Belvoir Staff | Paper app | To add to | Contractual | Staff, software | Paper copy, | 6 years after end of |
| | Belvoir Staff | Paper app | To identify Next of | Contractual | Staff, deposit | Paper copy, | 6 years after end of |
| | Belvoir Staff | Paper app | To contact Next of | Contractual | Staff, deposit | Paper copy, | 6 years after end of |
| Next of Kin contact details (phone, email, | | Paper app form | To add to database | Contractual fulfilment | Staff, software provider | Paper copy, digitally | 6 years after end of tenancy |
| | Belvoir Staff | Paper app | To contact Next of | Contractual | Staff, deposit | Paper copy, | 6 years after end of |