

TENANT APPLICANT 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
Applicant Name (inc previous/maiden names)	Belvoir Staff	Paper app form	To add to database	Contractual fulfilment	Staff, software provider,	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff, Referencing Company	Paper app form, digital app form	To be able to contact applicant	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff	Paper app form	Landlord acceptance	Contractual fulfilment	Staff, landlord	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff, Referencing Company	Paper app form, digital app form	To create application process including referencing	Contractual fulfilment	Staff, landlord, referencing company	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff	Paper app form	To create Tenancy Agreement & Prescribed Information	Contractual fulfilment	Staff, landlord, deposit scheme	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff, Referencing Company	Paper app form, digital app form	To carry out Right to Rent checks	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff	Paper app form	To offer extra services e.g. Marketing information relating to utilities	Consent	Staff, utility broker, 3rd party	Paper copy, digitally	6 years after end of tenancy
	Applicant Contact Details (telephone, email)	Belvoir Staff	Paper app form	To add to database	Contractual fulfilment	Staff, software provider	Paper copy, digitally

	Belvoir Staff, Referencing Company	Paper app form, digital app from	To be able to contact applicant	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff, Referencing Company	Paper app form, digital app from	To create application process including referencing	Contractual fulfilment	Staff, landlord, referencing company	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff	Paper app form	To create Tenancy Agreement	Contractual fulfilment	Staff, landlord	Paper copy, digitally	6 years after end of tenancy
Applicant Photo Identity	Belvoir Staff, Referencing Company	In office, email	To carry out Right to Rent checks	Legal obligation	Staff, referencing company	Paper copy, digitally	1 year after end of tenancy
Applicant Proof of Address (current and previous addresses)	Belvoir Staff, Referencing Company	In office, email	To carry out referencing	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
Applicant National Insurance Number	Referencing Company	Digital app form	To carry out referencing	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
Applicant Date of Birth	Belvoir Staff, Referencing Company	Paper app form, digital app from	To carry out referencing	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
Next of Kin	Belvoir Staff, Referencing Company	Paper app form, digital app from	Post Tenancy contact address	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy