

## TENANT ENQUIRY 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    |
|--|----------------------|--|---|-----------------------------|----------------------------|------------|----------------------------|
| <b>Enquirer Name</b>                               | Belvoir Staff        | In office, over the phone, email, self resignation | Identity & to book a viewing                            | Consent                     | Staff                      | Digitally  | 4 weeks after last enquiry |
| <b>Enquirer Contact Details (telephone, email)</b> | Belvoir Staff        | In office, over the phone, email, self resignation | To send marketing information about suitable properties | Consent                     | Staff                      | Digitally  | 4 weeks after last enquiry |
|  | Belvoir Staff        | In office, over the phone, email, self resignation | To book a viewing                                       | Consent                     | Staff                      | Digitally  | 4 weeks after last enquiry |