CONTRACTOR 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
Contractor Name	Belvoir Staff	Digitally, paper copy	To create a contract	Contractual fulfilment	Staff, software provider	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	To identify contractor	Contractual fulfilment	Staff, tenants, landlords	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	Contractor commission	Legal	Staff, HMRC	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	If legal action required	Legal	HM Courts, solicitors, insurance	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	To add to database	Contractual fulfilment	Staff, software provider	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	Liability Insurance	Legal	Staff	Digitally and paper copy	6 years after working relationship has ended
Contact Details (inc telephone, email)	Belvoir Staff	Digitally, paper copy	To create a contract	Contractual fulfilment	Staff, software provider	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	To contact contractor	Contractual fulfilment	Staff, landlords, tenants	Digitally and paper copy	6 years after working relationship has ended
	Belvoir Staff	Digitally, paper copy	To contact contractor	Legal	HM Courts, solicitors, insurance company, Police	Digitally and paper copy	6 years after working relationship has ended

	Belvoir Staff	Digitally, paper copy	Liability Insurance	Legal	Staff	Digitally and paper copy	6 years after working relationship has ended
Contractor Bank Details	Belvoir Staff	Digitally, paper co	To pay invoices	Contractual fulfilment	Management, landlords	Digitally and paper copy	6 years after working relationship has ended