

GUARANTOR 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
Guarantor 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 Guarantor	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	If legal action required	Legal	HM Courts, debt collection agencies, solicitors, insurance company	Digitally, papercopy	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
Guarantor Contact Details (telephone, email, address)	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 Guarantor	Contractual fulfilment	Staff, referencing company	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	Contractual fulfilment	Staff, landlord	Paper copy, digitally	6 years after end of tenancy
	Belvoir Staff	Paper app form	If legal action required	Legal	HM Courts, debt collection agencies, solicitors, insurance company	Digitally, papercopy	6 years after end of Tenancy
Guarantor Photo Identity	Belvoir Staff, Referencing Company	In office, email	To carry out identity checks	Legal obligation	Staff, referencing company	Paper copy, digitally	1 year after end of tenancy
Guarantor 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
Guarantor 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
Guarantor Date of Birth	Belvoir Staff, Referencing Company	Paper app form, digital app form	To carry out referencing	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy