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
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 from	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 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	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,	Paper app form,	To be able to contact	Contractual	Staff, referencing	Paper copy,	6 years after end of
	Referencing	digital app from	Guarantor	fulfilment	company	digitally	tenancy
	Company						
	Belvoir Staff,	Paper app form,	To create application		Staff, landlord,	Paper copy,	6 years after end of
	Referencing	digital app from	process including	fulfilment	referencing	digitally	tenancy
	Company		referencing		company		
	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	Legal	HM Courts, debt	Digitally,	6 years after end of
			required		collection	papercopy	Tenancy
					agencies,		
					solicitors,		
					insurance		
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Guarantor Photo	Belvoir Staff,	In office, email	To carry out identity	Legal	Staff, referencing		1 year after end of
Identity	Referencing		checks	obligation	company	digitally	tenancy
Guarantor Proof of	Company Belvoir Staff,	In office, email	To carry out	Contractual	Staff, referencing	Dapor	6 years after end of
Address (current and	Referencing	in onice, emai	referencing	fulfilment	company	copy, digitally	
previous addresses)	Company		leieieineing	runninent	company	copy, digitally	tenancy
	company						
Guarantor National	Referencing	Digital app form	To carry out	Contractual	Staff, referencing	Paper copy,	6 years after end of
Insurance Number	Company		referencing	fulfilment	company	digitally	tenancy
Guarantor Date of	Belvoir Staff,	Paper app form,	To carry out	Contractual	Staff, referencing	Paper copy,	6 years after end of
Birth	Referencing Company	digital app from	referencing	fulfilment	company	digitally	tenancy