LANDLORD 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
Landlord Name	Belvoir Staff	Property Owners	To add to database	Contractual	Staff, software	Digitally, papercopy	6 years after
		Forms		fulfilment	provider		termination of
							management
	Belvoir Staff	Dranarty Overage	To create a	Contractual	Staff	Digitally nanaraany	Cycors often
	Belvoir Stall	Property Owners			Stall	Digitally, papercopy	6 years after
		Forms	contract	fulfilment			termination of
							management
	Belvoir Staff	Property Owners	To identify	Legal	Tenants	Digitally, papercopy	contract 6 years after
	Delvoii Staii	Forms	Landlord	Legai	Tellants	Digitally, papercopy	termination of
		FOITIS	Landiord				
							management contract
	Belvoir Staff	Property Owners	To identify	Contractual	Staff	Digitally, papercopy	6 years after
	Belvon Starr	Forms	Landlord	fulfilment	Starr	Digitally, papercopy	termination of
		011113		rammene			management
							contract
	Belvoir Staff	Property Owners	To generate	Contractual	Staff, contractors	Digitally, papercopy	6 years after
		Forms	invoices	fulfilment			termination of
							management
							contract
	Belvoir Staff	Property Owners	If legal action	Legal	HM Courts, debt	Digitally, papercopy	6 years after
		Forms	required		collection		termination of
					agencies,		management
					solicitors,		contract
					insurance		
					company, Police		
					·		

	Belvoir Staff	Property Owners	Government	Legal	Local Council,	Digitally, papercopy	6 years after
		Forms	authorities		HMRC		termination of
							management
							contract
	Belvoir Staff	Property Owners	Insurance quotes	Consent	Insurance	Digitally, papercopy	6 years after
		Forms			brokers		termination of
							management
							contract
	Belvoir Staff	Property Owners	Wealth	Consent	SJP	Digitally, papercopy	6 years after
		Forms	Management				termination of
							management
							contract
andlord Contact	Belvoir Staff	Property Owners	To create a	Contractual	Staff	Digitally, papercopy	6 years after
Details (address,		Forms	contract	fulfilment			termination of
elephone, email)							management
							contract
	Belvoir Staff	Property Owners	To contact the	Contractual	Staff, insurance	Digitally, papercopy	6 years after
		Forms	landlord	fulfilment	brokers,		termination of
					contractors,		management
					tenants		contract
	Belvoir Staff	Property Owners	To generate	Contractual	Staff, contractors	Digitally, papercopy	6 years after
		Forms	invoices	fulfilment			termination of
							management
							contract
	Belvoir Staff	Property Owners	Government	Legal	Local Council,	Digitally, papercopy	6 years after
		Forms	authorities		HMRC		termination of
							management
							contract

Belvoir Staff	Property Owners	If legal action	Legal	HM Courts, debt	Digitally, papercopy	6 years after
	Forms	required		collection		termination of
				agencies,		management
				solicitors,		contract
				insurance		
				company, Police		
Relyoir Staff	Property Owners	Incurance quotes	Consent	Incurance	Digitally papercopy	6 years after
Belvon Stan		linsurance quotes	Consent		Digitally, papercopy	termination of
	1 011113			DI OKEI 3		management
						_
Belyoir Staff	Property Owners	Tenants	Contractual	Staff	Digitally nanercony	contract 6 years after
Delvon Stan	' '			Juli	Piblically, papercopy	termination of
	1 011113	acceptance	lamment			management
						contract
Relyoir Staff	Property Owners	Pay rent to	Contractual	Staff software	Digitally nanercony	6 years after
Belvon Stan		I '		· · · · · · · · · · · · · · · · · · ·	Digitally, papercopy	termination of
	1011113		Tallille	provider		management
						contract
Belvoir Staff	Property Owners	Change utilities	Contractual	Staff, utility	Digitally, papercopy	6 years after
	· · ·	1 ~		, , , , , , , , , , , , , , , , , , ,	ga,, p ap a. aap ,	termination of
				· ·		management
				p. ov.a.c.		contract
Belvoir Staff	Property Owners	Re direct mail sent	Contractual	Staff	Digitally, papercopy	6 years after
	' '	to rented property	fulfilment		0 // 1 1/	termination of
						management
						contract
Belvoir Staff	Property Owners	Repairs	Contractual	Staff	Digitally, papercopy	6 years after
	' '	'	fulfilment		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	termination of
						management
						contract
	Belvoir Staff Belvoir Staff Belvoir Staff Belvoir Staff	Belvoir Staff Property Owners Forms Belvoir Staff Property Owners Forms	Belvoir Staff Property Owners Forms Insurance quotes Belvoir Staff Property Owners Forms Tenants acceptance Belvoir Staff Property Owners Forms Pay rent to landlord Belvoir Staff Property Owners Change utilities back to landlords name Belvoir Staff Property Owners Re direct mail sent to rented property Belvoir Staff Property Owners Repairs	Belvoir Staff Property Owners Forms Pay rent to landlord fulfilment Belvoir Staff Property Owners Forms Change utilities back to landlords name Belvoir Staff Property Owners Forms Re direct mail sent to rented property fulfilment Belvoir Staff Property Owners Forms Repairs Contractual fulfilment	Forms required collection agencies, solicitors, insurance company, Police Belvoir Staff Property Owners Forms Contractual fulfilment Staff Belvoir Staff Property Owners Forms Pay rent to landlord fulfilment Staff, software provider Belvoir Staff Property Owners Forms Change utilities back to landlords name Contractual fulfilment Staff, utility broker , software provider Belvoir Staff Property Owners Re direct mail sent to rented property fulfilment Staff Belvoir Staff Property Owners Repairs Contractual Staff	Forms required collection agencies, solicitors, insurance company, Police Belvoir Staff Property Owners Forms Consent Insurance brokers Digitally, papercopy Belvoir Staff Property Owners Forms Contractual fulfilment Staff Digitally, papercopy Belvoir Staff Property Owners Forms Pay rent to landlord fulfilment Staff, software provider Belvoir Staff Property Owners Forms Change utilities back to landlords name blevoir Staff Property Owners Forms Contractual fulfilment Staff, utility broker, software provider Belvoir Staff Property Owners Re direct mail sent to rented property fulfilment Staff Digitally, papercopy Belvoir Staff Property Owners Re direct mail sent to rented property fulfilment Staff Digitally, papercopy

FICO Registration	Belvoir Staff	Property Owners	Tax obligations	Legal	Staff, HMRC,	Digitally, papercopy	6 years after
		Forms			Accountants		termination of
							management
							contract
Accountant	Belvoir Staff	Property Owners	End of year	Contractual	Staff, HMRC	Digitally, papercopy	6 years after
Details		Forms	accounts	fulfilment			termination of
							management
							contract