

PERMITTED OCCUPIER 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
Permitted Occupier Name	Belvoir Staff	Paper app form	To add to Database	Contractual Fulfilment	Staff, software provider	Digitally, paper copy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Identifythe Permitted	Contractual Fulfilment	Staff, landlord, contractors	Digitally, paper copy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Government	Legal	Local Council, HMRC	Digitally,	6 years after end of
	Belvoir Staff	Paper app form	If legal action required	Legal	HM Courts, debt collection agencies, solicitors, insurance	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form, digital app from	To carry out Right to Rent checks	Contractual fulfilment	Staff	Paper copy, digitally	6 years after end of tenancy
Permitted Occupier Contact Details (telephone, email)	Belvoir Staff	Paper app form	To add to Database	Contractual fulfilment	Staff, software provider	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To contact the Permitted	Contractual fulfilment	Staff, Utility broker, contractors,	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Government	Legal	Local Council, HMRC	Digitally,	6 years after end of
	Belvoir Staff	Paper app form	If legal action required	Legal	HM Courts, bebt collection agencies, solicitors, insurance	Digitally, papercopy	6 years after end of Tenancy
Applicant Photo Identity	Belvoir Staff	In office, email	To carry out Right to Rent checks	Legal	Staff	Paper copy, digitally	1 year after end of tenancy
Permitted Occupier Proof of Address (current and previous addresses)	Belvoir Staff	In office, email	To carry out identity checks	Legal	Staff	Paper copy, digitally	6 years after end of tenancy
Applicant Date of Birth	Belvoir Staff	Paper app form, digital app from	To carry out identity checks	Legal	Staff	Paper copy, digitally	6 years after end of tenancy

Next of Kin	Belvoir Staff, Referencing Company	Paper app form, digital app from	Post Tenancy contact address	Contractual fulfilment	Staff, referencing company	Paper copy, digitally	6 years after end of tenancy
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