

TENANT 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
Tenant 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	Identify tenant	Contractual Fulfilment	Staff, landlord, contractors	Digitally, paper copy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Change utilities to Tenants name	Contractual Fulfilment	Staff, Utility broker	Digitally, paper copy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Government authorities	Legal	Local Council, HMRC	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	If legal action required	Legal	HM Courts, debt collection agencies, solicitors, insurance company, Police	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To give to mortgage lender	Contractual Fulfilment	Mortgage lenders, landlord	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To give to Estate Agent if Landlord Selling to book viewings	Consent	Estate Agent	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Prescribed Information	Contractual Fulfilment	Staff, Deposit Scheme, Relevant Person	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To give to new Landlord/Managing agent	Contractual Fulfilment	New Landlord / Agent	Digitally, papercopy	6 years after end of Tenancy
Tenant 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 Tenant	Contractual fulfilment	Staff, Utility broker, contractors, landlord	Digitally, papercopy	6 years after end of Tenancy

	Belvoir Staff	Paper app form	Government authorities	Legal	Local Council, HMRC	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	If legal action required	Legal	HM Courts, bebt collection agencies, solicitors, insurance company, Police	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To give to Estate Agent if Landlord Selling to book viewings	Consent	Estate Agent	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	To give to new Landlord/Managing agent	Contractual Fulfilment	New Landlord / Agent	Digitally, papercopy	6 years after end of Tenancy
	Belvoir Staff	Paper app form	Prescribed Information	Contractual Fulfilment	Staff, Tenany Deposit Scheme, Relevant Person	Digitally, papercopy	6 years after end of Tenancy
Tenant Forwarding Address	Belvoir Staff	Paper app form	Utilities, Deposit Scheme	Contractual Fulfilment	Staff, Utility broker, Deposit Scheme	Digitally, papercopy	6 years after end of Tenancy