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