

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 Forms	To add to database	Contractual fulfilment	Staff, software provider	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	To create a contract	Contractual fulfilment	Staff	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	To identify Landlord	Legal	Tenants	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	To identify Landlord	Contractual fulfilment	Staff	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	To generate invoices	Contractual fulfilment	Staff, contractors	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	If legal action required	Legal	HM Courts, debt collection agencies, solicitors, insurance company, Police	Digitally, papercopy	6 years after termination of management contract

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

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	Belvoir Staff	Property Owners Forms	Insurance quotes	Consent	Insurance brokers	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	Tenants acceptance	Contractual fulfilment	Staff	Digitally, papercopy	6 years after termination of management contract
Bank Details	Belvoir Staff	Property Owners Forms	Pay rent to landlord	Contractual fulfilment	Staff, software provider	Digitally, papercopy	6 years after termination of management contract
Forwarding Address	Belvoir Staff	Property Owners Forms	Change utilities back to landlords name	Contractual fulfilment	Staff, utility broker , software provider	Digitally, papercopy	6 years after termination of management contract
	Belvoir Staff	Property Owners Forms	Re direct mail sent to rented property	Contractual fulfilment	Staff	Digitally, papercopy	6 years after termination of management contract
Emergency Contact	Belvoir Staff	Property Owners Forms	Repairs	Contractual fulfilment	Staff	Digitally, papercopy	6 years after termination of management contract

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