	Α	В	С	D	Е	F	G	Н
1	Data Controller	Hugh Horton						
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3	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 is it stored	When will it be deleted
4				Т	ENANT			
	Tenant name	Staff	In office, over the phone,	To use on contract	Contract fulfillment	Landlord, staff, local authority &	Paper / electronic	6 years after tenant leaves
5			email, self-registration,			utilities, contractors,		
١Ť				Add to property management	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years
6				software	Contract running	Starr, contractors, sortware provider	Software	beyond
				Referencing	Contract fulfillment	Employer, current landlord,	paper / electronic	During tenancy & 6 years
7						referencing co.		beyond
				To be able to contact tenant e.g.	Contract fulfillment	Contractors, staff	Software system	6 years after tenant leaves
8				property management				
				To use on prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant	Paper / electronic	6 Years after tenant leaves
9				•		person	' '	
Ť				To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of
10						, , , , , , , , , , , , , , , , , , ,		tenancy
11				If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
12				Services	Contract fulfillment	Council Tax & utility providers	Paper / electronic	6 years after tenant leaves
12	Tenant contact details	Staff	In office, over the phone,	To use on contract	Contract fulfillment	Landlord, staff, local authority &	Paper / electronic	6 years after tenant leaves
	renant contact details	Stall	email, self-registration,	To use on contract	Contract fullillment	utilities, contractors,	Paper / electronic	6 years after teriant leaves
			tenant application form			diffices, contractors,		
12			teriant application form					
13				Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
				Add to management software	Contract runninent	Starr, Contractors, Software provider	Software	o years after terraint leaves
14								
				Referencing	Contract fulfillment	Staff, Employer, current landlord,	paper / electronic	During tenancy & 6 years
15						Referencing co.		beyond
				To be able to contact tenant e.g.	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
16				property management				
4-7				To use in prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant	Paper / electronic	6 years after tenant leaves
17				T#	Canada	person	Danas / alastuasia	Mithing and the state and of
40				To offer extra services	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
18 19				If Logal action is needed for	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
20				If Legal action is needed, for Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers,	Paper / electronic	6 years after tenant leaves
21	Tenant Employer	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, landlord, Referencing co.	Paper / electronic	6 years after tenant leaves
22		Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, landlord, Referencing co.	Paper / electronic	6 years after tenant leaves
23	Tenant Next of Kin details	Staff	Tenant application form	Contact in case of emergency	Legitimate interest	Staff, Public bodies	Paper / electronic	6 years after tenant leaves
24	Tenant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
25	Tenant's Children details	Staff	Tenant application form	To identify permitted occupiers to	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
26	Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
	Other returned references	Credit Check Co,	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
27		agent						
	Tenant passport or ID	Staff	Photocopy of original,	To comply with right to rent checks	Legal obligation, contract	Staff, landlord, Home Office	Paper / electronic	6 years after tenant leaves
28	documents		face to face		fulfillment			
29				LA	NDLORD		•	•
30	Landlord name	Staff, Insurance		To use on contract	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
31	-aaiora name	otari, mourance		To be able to contact landlord	Contract fulfillment	Staff, Insurance co.		6 years after contract ends
		l .	l .	TO be able to contact landiold	Contract fullillinent	Jean, maurance co.	r aper / ciccaronic	o years after contract chus

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32		Ì		To use on deposit prescribed	Legal obligation	Staff, Insurance co.	Paper / electronic	6 years after contract ends
33				To offer extra services	Consent	Staff, Insurance co.	Paper / electronic	6 years after contract ends
34				If legal action is needed	Legal work	Staff, Insurance co.	Paper / electronic	6 years after contract ends
35	Landlord contact details	Staff, Insurance		To use on contract	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
36	Landiola Contact details	Starr, msurance		To be able to contact landlord	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
37				To use in prescribed information	Legal oblgiation	Staff, Insurance co.	Paper / electronic	6 years after contract ends
38				To offer extra services	Consent	Staff, Insurance co.	Paper / electronic	6 years after contract ends
39				To provide details to contractor	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
40				To chase rent arrears	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
				If Legal action is needed, for	Legal Work	Staff, Insurance co.	Paper / electronic	6 years after contract ends
41				example possession claim	zega. Werk	Starry mourainee eer	. aper / creationic	o years area contract and
42		·!			PPLICANT		L	•
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	Applicant Name	Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud /	Paper / electronic	6 years after completion
43						software provider		
44				To be able to contact applicant	Consent	Staff, landlords	Paper / electronic	6 years after completion
45				To give to landlord	Consent	Landlord	Paper / electronic	6 years after completion
				To create a tenant record	Consent	Staff, back up / cloud / software	Paper / electronic	6 years after completion
46						provider		
47				To create application process	Consent	Staff, back up / cloud provider	Paper / electronic	6 years after completion
48				To create Tenancy Agreement	Consent	Staff, back up / cloud provider	Paper / electronic	6 years after completion
49				To carry out Right to Rent checks	Legal obligation	Staff / landlord	Paper / electronic	6 years after completion
	Applicant contact details	Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud	Paper / electronic	6 years after completion
50						provider		
51				To be able to contact applicant	Consent	Staff, landlords	Paper / electronic	6 years after completion
				To give to or discuss with landlord	Consent	Landlord	Paper / electronic	6 years after completion
52								
53				To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	6 years after completion
54				To create a tenant record	Consent	staff, back up / cloud provider	Paper / electronic	6 years after completion
55				To create application process	Consent	Staff	Paper / electronic	6 years after completion
56				To create Tenancy Agreement	Consent	Staff & landlord	Paper / electronic	6 years after completion
57				To carry out Right to Rent checks	Legal obligation	Staff & landlord	Paper / electronic	6 years after completion
58				Referencing			Paper / electronic	6 years after completion
59		<u> </u>		Referees privacy			Paper / electronic	6 years after completion
60				COI	NTRACTOR			
61	Contractor Name	Staff		To add to database		Staff	Paper / electronic	6 years after contract ends
62				To be able to contact contactor		Staff	Paper / electronic	6 years after contract ends
63				To give details to tenant		Staff, tenants	Paper / electronic	6 years after contract ends
64	Contractor contact details	Staff		To add to database		Staff	Paper / electronic	6 years after contract ends
65				To contact contractor		Staff	Paper / electronic	6 years after contract ends
66				To send worksheets		Staff	Paper / electronic	6 years after contract ends
67				To process payments		Staff	Paper / electronic	6 years after contract ends
68				To create contract		Staff	Paper / electronic	6 years after contract ends
69				To give details to tenant		Staff, tenants	Paper / electronic	6 years after contract ends
70				Referencing		Staff	Paper / electronic	6 years after contract ends
71				Referees privacy		Staff	Paper / electronic	6 years after contract ends
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	Staffing	1		CV Retention	Contractual	Staff	Paper, Electronic	A period after employment
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74				Bank details	Contractual	Staff	Paper, Electronic	A period after employment
75				Balik details	Contractual	Stail	Paper, Electronic	ends
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				Performance records	Contractual	Starr	Paper, Electronic	ends
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