

	A	B	C	D	E	F	G	H
1	Data Controller	Hugh Horton						
2								
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	TENANT							
5	Tenant name	Staff	In office, over the phone, email, self-registration,	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
6				Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond
7				Referencing	Contract fulfillment	Employer, current landlord, referencing co.	paper / electronic	During tenancy & 6 years beyond
8				To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff	Software system	6 years after tenant leaves
9				To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
10				To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of 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
13	Tenant contact details	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
14				Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
15				Referencing	Contract fulfillment	Staff, Employer, current landlord, Referencing co.	paper / electronic	During tenancy & 6 years beyond
16				To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
17				To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves
18				To offer extra services	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
19				If Legal action is needed, for	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
20				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	Tenant's current landlord	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
27	Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
28	Tenant passport or ID documents	Staff	Photocopy of original, face to face	To comply with right to rent checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office	Paper / electronic	6 years after tenant leaves
29	LANDLORD							
30	Landlord name	Staff, Insurance		To use on contract	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends
31				To be able to contact landlord	Contract fulfillment	Staff, Insurance co.	Paper / electronic	6 years after contract ends

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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
32				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				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 obligation	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
41				If Legal action is needed, for example possession claim	Legal Work	Staff, Insurance co.	Paper / electronic	6 years after contract ends
42	APPLICANT							
43	Applicant Name	Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud / software provider	Paper / electronic	6 years after completion
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
46				To create a tenant record	Consent	Staff, back up / cloud / software provider	Paper / electronic	6 years after completion
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
50	Applicant contact details	Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud provider	Paper / electronic	6 years after completion
51				To be able to contact applicant	Consent	Staff, landlords	Paper / electronic	6 years after completion
52				To give to or discuss with landlord	Consent	Landlord	Paper / electronic	6 years after completion
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				Referees privacy			Paper / electronic	6 years after completion
60	CONTRACTOR							
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
72	STAFF							
73	Staffing			CV Retention	Contractual	Staff	Paper, Electronic	A period after employment ends

