

Data controller									
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	Staff	In office, over the phone, email	To use on contract	Contract fulfillment	staff, local authority & utilities, contractors	Paper / electronic	6 years after tenant leaves		
			To be able to contact landlord	Contract fulfillment	staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		
			To use on deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves		
			If legal action is needed	Legal work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves		
			Services	Contract fulfillment	staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		
			To comply with Tax Regulations	Legal obligation	HMRC, Solicitors, Court Services	Paper / electronic	6 years after tenant leaves		
			To provide details to contractor	Contract fulfillment	Staff, Contractor	Paper / electronic	6 years after tenant leaves		
			to make rent payments	Contract fulfillment	Lloyds Bank PLC	Paper / electronic	3 months after tenant leaves		
			in Charles Abby Annual Accounts	Legal obligation	Ross Brooke and Co. Ltd	Paper / electronic	6 years after tenant leaves		
			for Property Management	Contract fulfillment	Property Software Solutions Ltd	Electronic	6 years after tenant leaves		
Landlord Bank Account Details	Staff	In office, over the phone, email	to make rent payments	Contract fulfillment	Lloyds Bank PLC	Paper / electronic	3 months after tenant leaves		
			in Charles Abby Annual Accounts	Legal obligation	Ross Brooke and Co. Ltd	Paper / electronic	6 years after tenant leaves		
			for Property Management	Contract fulfillment	Property Software Solutions Ltd	Electronic	3 months after Tenant leaves		
Landlord Address and other contact details	Staff	In office, over the phone, email	To use on contract	Contract fulfillment	staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		

