

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
Tenant name	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
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond
			Referencing	Contract fulfillment	Credit check Co., Employer, current landlord, referencing co.	paper / electronic	During tenancy & 6 years beyond
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfillment	Council Tax & utility providers	Paper / electronic	6 years after tenant leaves
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	12 months after tenant leaves
			Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
			Referencing	Contract fulfillment	Staff Credit check Co., Employesr, current landlord, referencing co.	paper / electronic	12 months after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	12 months after tenant leaves
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
			Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord	Paper / electronic	6 years after tenant leaves

Tenant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., employer	Paper / electronic	6 years after tenant leaves
Tenant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves
Tenant Next of Kin details	Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	12 months after tenant leaves
Tenant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	12 months after tenant leaves
Tenant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfillment	Staff, landlord	Paper / electronic	12 months after tenant leaves
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, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
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	12 months after tenant leaves
Tenant Accountant	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., accountant	Paper / electronic	6 years after tenant leaves
Tenant Mortgagee	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co., Mortgagee	Paper / electronic	6 years after tenant leaves
Tenant NI number	Staff	Tenant application form	Referencing & assessment	Contract fulfillment/Legal obligation	Staff, Credit check Co., landlord, referencing co., potentially Debt Collection Agency	Paper / electronic	6 years after tenant leaves
Tenant current, future and previous Address	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfillment	Landlord, staff, local authority & utilities	Paper / electronic	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	12 months after tenant leaves