



A	B	C	D	E	F	G	H
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 fulfilment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond
			Referencing	Contract fulfilment	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 fulfilment	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
			To offer extra services - insurance	Consent	Staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfilment	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 fulfilment	Landlord, staff, local authority & utilities, contractors	Paper / electronic	6 years after tenant leaves
			Add to management software	Contract fulfilment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff Credit check Co., Employers, current landlord, referencing co.	paper / electronic	During tenancy & 6 years beyond

			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff	Software system	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves
			To offer extra services	Consent	Staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
			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 fulfilment	Council Tax & utility providers, landlord	Paper / electronic	6 years after tenant leaves
Tenant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves
Tenant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	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	6 years after tenant leaves
Tenant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfilment	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 fulfilment	Staff, landlord, Home Office	Paper / electronic	6 years after tenant leaves
Landlord name			To use on contract	Contract fulfilment			
			To be able to contact landlord	Contract fulfilment			
			To use no deposit prescribed information	Legal obligation			
			To offer extra services	Consent			
			If legal action is needed	Legal work			
Landlord contact details			To use on contract	Contract fulfilment			
			To be able to contact landlord	Contract fulfilment			
			To use in prescribed information	Legal obligation			
			To offer extra services	Consent			
			To provide details to contractor	Contract fulfilment			
			To chase rent arrears	Contract fulfilment			
			If Legal action is needed, for example possession claim	Legal Work			
Applicant Name		Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud / software provider		
			To be able to contact applicant	Consent	Staff, landlords		
			To give to landlord	Consent	Landlord		
			To create a tenant record	Consent	Staff, back up / cloud / software provider		
			To create application process	Consent	Staff, back up / cloud provider		
			To create Tenancy Agreement	Consent	Staff, back up / cloud provider		
			To carry out Right to Rent checks	Legal obligation	Staff / landlord		
Applicant contact details		Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud provider		
			To be able to contact applicant	Consent	Staff, landlords		
			To give to or discuss with landlord	Consent	Landlord		
			To send marketing details to	Consent	Staff, 3rd party		
			To create a tenant record	Consent	Staff, back up / cloud provider		
			To create application process	Consent	Staff,		
			To create Tenancy Agreement	Consent	Staff & landlord		
			To carry out Right to Rent checks	Legal obligation	Staff & landlord		
			Referencing				

