

DATA CONTROLLER ANALYSIS - LANDLORD							
A	B	C	D	E	F	G	H
<u>Information held</u>	<u>Who is collecting</u>	<u>How is it collected</u>	<u>Why is it collected</u>	<u>Lawful basis for</u>	<u>Who will it be shared with</u>	<u>How stored</u>	<u>When will it be deleted</u>
Landlord name	Staff	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff, tenant, local authority, utilities	Paper/electronic, back up/cloud	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to process referencing	Contract fulfilment	Staff, referencing company	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to contact landlord eg property management (accounts/repairs/replacements)	Contract fulfilment	Staff, tenant, contractor, supplier	Paper/electronic, back up/cloud	6 years after tenant leaves
			To use in deposit prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper/electronic, back up/cloud	6 years after tenant leaves
			To offer extra services	Consent	Staff, 3 rd party	Paper/electronic, back up/cloud	6 years after tenant leaves
			If legal action is needed	Legal work	Staff, solicitor, court services	Paper/electronic, back up/cloud	6 years after tenant leaves
Landlord contact details	Staff	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff, tenant, local authority, utilities	Paper/electronic, back up/cloud	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to contact landlord eg property management (accounts/repairs/replacements)	Contract fulfilment	Staff, tenant, contractor, supplier	Paper/electronic, back up/cloud	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper/electronic, back up/cloud	6 years after tenant leaves
			To offer extra services	Consent	Staff, 3 rd party	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to issue accounts	Contract fulfilment	Staff, software provider	Paper/electronic, back up/cloud	6 years after tenant leaves
			If legal action is needed eg possession claim	Legal work	Staff, solicitor, court services	Paper/electronic, back up/cloud	6 years after tenant leaves
Landlord bank details	Staff	In office, over the phone, email, self-registration	To process payments	Contract fulfilment	Staff, tenant, bank	Paper/electronic, back up/cloud	6 years after tenant leaves