

**DATA CONTROLLER ANALYSIS – APPLICANT/TENANT**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<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>
Tenant name:	Staff	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff, landlord, guarantor, local authority, utilities	Paper/electronic, back up/cloud	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Software, back up/cloud	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff, referencing company, credit check company, employer, current landlord, home office	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to contact tenant eg property management (accounts/repairs/replacements)	Contract fulfilment	Staff, contractor, supplier, property management company	Software system, back up/cloud	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper/electronic, back up/cloud	6 years after tenant leaves
			To offer extra services eg insurance	Consent	Staff, 3 <sup>rd</sup> party	Paper/electronic, back up/cloud	Within a month of the end of tenancy
			If legal action is required	Legal work	Staff, solicitor, court services	Paper/electronic, back up/cloud	6 years after tenant leaves
			Services	Contract fulfilment	Staff, council tax, utility providers	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant contact details:	Staff	In office, over the phone, email, self-registration	To use on contract	Contract fulfilment	Staff, landlord, guarantor, local authority, utilities	Paper/electronic, back up/cloud	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Software, back up/cloud	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff, referencing company, credit check company, employer, current landlord, home office	Paper/electronic, back up/cloud	6 years after tenant leaves
			To be able to contact tenant eg property management (accounts/repairs/replacements)	Contract fulfilment	Staff, contractor, supplier, property management company	Software system, back up/cloud	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper/electronic, back up/cloud	6 years after tenant leaves

<b>DATA CONTROLLER ANALYSIS – APPLICANT/TENANT</b>							
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Tenant contact details:			To offer extra services	Consent	Staff, 3 <sup>rd</sup> party	Paper/electronic, back up/cloud	Within a month of the end of tenancy
			If legal action needed eg possession claim	Legal work	Staff, solicitor, court services	Paper/electronic, back up/cloud	6 years after tenant leaves
			Notify utilities & council tax	Contract fulfilment	Staff, council tax, utility providers	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant employer	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, referencing company, credit check company, landlord	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant current landlord	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, referencing company, credit check company, landlord	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant next of kin	Staff	Tenant application form	Contact in case of emergency	Legitimate interest	Staff, public bodies	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant bank details	Staff	Tenant application form	To process payments	Contract fulfilment	Staff, landlord, bank	Paper/electronic, back up/cloud	6 years after tenant leaves
Tenant children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfilment	Staff, landlord	Paper/electronic, back up/cloud	6 years after tenant leaves
Credit score results	Credit check company	Email, online	To assess suitability	Contract fulfilment	Staff, landlord	Paper/electronic, back up/cloud	6 years after tenant leaves
Other returned references	Credit check company, agent	Email, online, hardcopy	To assess suitability	Contract fulfilment	Staff, landlord	Paper/electronic, back up/cloud	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, referencing company	Paper/electronic, back up/cloud	12 months after tenant leaves