

Tenant Privacy Data

September 2018

Information held (Column A)	Who's collecting it (Column B)	How is It collected (Column C)	Why is it collected (Column D)	Lawful Basis for processing Column (E)	Who will it be shared with (Column F)	How is it stored (Column G)	When will it be deleted (Column H)
Tenant Name	Staff	Face to face email, phone, self- registration, Tenant application form	To use on contract	Contract fulfilment	Landlord, Staff, Local Authorities, Utility Companies, Contractors	Paper/Electronic	6 years after termination of contract
			Add to Property Management Software	Contract fulfilment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond
			Referencing	Contract fulfilment	Credit check company, Employer, current Landlord, Referencing company	Paper/Electronic	During tenancy & 6 years beyond
			To be able to contact Tenant	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 parties	Paper/Electronic	Within a month of the end of Tenancy
			If legal action required	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 Privacy Data

September 2018

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 & m 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 company, Employers, current Landlord, Referencing company	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 service	Consent	Staff, third parties	Paper/Electronic	Within a month of the end of Tenancy
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court service	Paper/Electronic	6 years after Tenant leaves
			Notify Utilities & Council	Contract fulfilment	Council & Utility providers	Paper/Electronic	6 years after Tenant leaves
Tenant Employer	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Credit check company, Landlord	Paper/Electronic	6 years after Tenant leaves
Tenant current Landlord	Staff	Tenant application form	Referencing & Assessment	contract fulfilment	Staff, Credit check company, Landlord	Paper/Electronic	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	6 years after Tenant leaves

Tenant Privacy Data

September 2018

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	Contract fulfilment	Staff, Landlord	Paper/Electronic	6 years after Tenant leaves
Credit score results & history	Credit check company	Email or online	To assess suitability	Contract fulfilment	Staff, Landlord	Paper/Electronic	6 years after Tenant leaves
Other returned references	Credit Check company	Email, online or hardcopy	To assess suitability	Contract fulfilment	Staff, Landlord	Paper/Electronic	6 years after Tenant leaves
Tenant Passport or ID	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