

Data controller: <b>HENWICK PROPERTIES</b>			Data Subject: <b>PROPERTY MANAGEMENT</b>				
Information held	Who is collecting it?	How is it collected?	Why is it collected (what are we going to do with it?)	Lawful basis for processing	Who will it be shared with?	How is it stored?	When will it be deleted?
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Tenant name	Partners and 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 utility providers	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	Partners and 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., 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 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	Partners and 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	Partners and 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	Partners and 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	Partners and Staff	Tenant application form	Setting up standing orders	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant's Children details	Partners and 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	Partners and 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
Permitted Occupier name and contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract, Add to management software	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
Next of Kin name and contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract, Add to management software	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
Power of Attorney names and contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract, Add to management software	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
Referee contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract, Add to management software	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
Relevant Persons names and contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract, Add to management software	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
Guarantor name and contact details	Partners and Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Landlord, staff, credit check company	Paper / electronic	6 years after tenant leaves
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
Guarantor Employer information	Partners and Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves

Landlord name	Partners and Staff	In office, over the phone, email, self-registration, application form	To use on contract	Contract fulfilment			6 years after instructions withdrawn
			To be able to contact landlord	Contract fulfilment			
			To use no deposit prescribed information	Legal obligation			
			To offer extra services	Consent	Landlord, staff, local authority & utilities, contractors,		
			If legal action is needed	Legal work			
Landlord contact details	Partners and Staff	In office, over the phone, email, self-registration, application form	To use on contract	Contract fulfilment			6 years after instructions withdrawn
			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	Partners and Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud / software provider		As soon as data has been processed
			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	Partners and Staff	Face to face, email, tel	To add to database	Consent	Staff, landlords, back up / cloud provider		As soon as data has been processed
			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				
			Referee's privacy				
Contractor Name	Partners and Staff	Face to face, email, tel	To add to database				6 years after last instruction
			To be able to contact contractor				
			To give details to tenant				
Contractor contact details	Partners and Staff	Face to face, email, tel	To add to database				6 years after last instruction
			To contact contractor				
			To send worksheets				
			To process payments				
			To create contract				
			To give details to tenant				
			Referencing				
			Referee's privacy				
Staffing	Partners and Staff	Face to face, email, tel	CV Retention	Contractual	Staff	Paper, Electronic	6 years after employment ends
Staff	Partners and Staff	Face to face, email, tel	Contact information				
			Bank details				
			Performance records				6 years after employment ends