| Data controller: William Property Management Ltd | | | Data Subject: Property Owners & Leaseholders | | | | |
|---|---|---|---|---|---|---|---|
| **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 |
| Property Owner / Leaseholder name & contact details | Staff members | In person. Over the telephone.Electronically. Paper contact form. | Facilitation of management of development | Contract fulfilment, legal obligation. | Staff. Development directors. Contractors. Company solicitor | Paper/electronic | 6 years after sale / end of ownership of property / end of lease. |
| | | | Add to management software | Contract fulfilment, legal obligation. | Staff. Contractors. Software provider | Software | 6 years after sale / end of ownership of property / end of lease. |
| | | | For legal action if necessary | Contract fulfilment, legal obligation. | Staff. Solicitor. Court officials | Paper/electronic | 6 years after sale / end of ownership of property /end of lease. |
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