

| Data controller: William Property Management Ltd | | | Data Subject: Tenant | | | | | |
|--|-----------------------------|--|---|---------------------------------------|---|-------------------|-----------------------------|--|
| 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 & Contact Details | Staff | In office, over the phone, email, self-registration, tenant application form. From landlord. | To use on contract, prescribed information and to facilitate the let. | Contract fulfilment, legal obligation | Landlord. Staff. Local authority, utilities, contractors, deposit scheme. | 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, referencing company, current landlord, employer, | Paper/electronic | 6 Years after tenant leaves | |
| | | | To be able to contact tenant for property management purposes | Contract fulfilment | Contractors. Staff | Software | 6 Years after tenant leaves | |
| | | | For legal action if necessary | Legal work & obligation | Solicitor, court services | Paper/electronic | 6 Years after tenant leaves | |
| | | | Notify utilities & council tax | Contract fulfilment | Utility providers and local authority. | Paper/electronic | 6 Years after tenant leaves | |
| Tenant employer information | Staff | Tenant application form | Referencing & assessment | Contract fulfilment | Staff, referencing / credit check company. Landlord | Paper/electronic | 6 Years after tenant leaves | |
| Tenant current landlord information | Staff | Tenant application form | Referencing & assessment | Contract fulfilment | Staff, referencing / credit check company. 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 | |
| Tenant passport or ID documents | Staff | Photocopy. 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 | |
| Other returned references | Credit check company, staff | Email, online, hardcopy | To assess suitability | Contract fulfilment | Staff, landlord | Paper/electronic | 6 years after tenant leaves | |
| Vehicle information detail | Staff | In person, over the phone, email | To manage property, parking space. | Contract fulfilment | Staff, landlord | Paper/electronic | 6 Years after tenant leaves | |