

<b>Data controller</b>	<b>Dean Ahmed</b>						
<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
<b>Tenant enquirer name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractors	Software system	one year after being added to software system
			To be able to contact tenant enquirer e.g. provide proposed property details, arrange viewings	Consent	Staff, Contractors	Software systems / electronic /paper	one year after being added to software system
			To provide marketing material /updates / newsletter	Consent	Staff, Contractors, 3rd party	Paper / electronic / Software systems	one year after being added to software system
			To offer extra services - insurance	Consent	Staff, Contractors, 3rd party	Paper / electronic/ Software systems	one year after being added to software system
<b>Tenant enquirer contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software system	one year after being added to software system

			To be able to contact tenant e.g. property management	Consent	Staff, Contractors	Paper / electronic / Software systems	one year after being added to software system
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	one year after being added to software system
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic/ Software systems	one year after being added to software system
<b>Data controller</b>	<b>Dean Ahmed</b>						
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<b>Applicant Name</b>	Staff	In office, over the phone, email, self-registration, tenant application form	Add to property management software	Consent	Staff, landlord, back up / cloud / software provider	Software system	one year after application is submitted
			To be able to contact applicant regarding application	Consent	Staff, landlord	Paper / electronic device	one year after application is submitted
			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			Referencing	Consent	Credit check Co., Employer, current	paper / electronic	one year after application is submitted

					landlord, referencing co.		
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Tenancy Agreement	Consent	Staff, landlord	paper / electronic	one year after application is submitted
			To create a tenant record	Consent	Staff	Paper / electronic / Software systems	one year after application is submitted
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	one year after application is submitted
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic	one year after application is submitted
Applicant Employer information	Staff	Tenant application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Applicant's current landlord information	Staff	Tenant application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Applicant's Next of Kin details	Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	one year after application is submitted
Applicant bank details	Staff	Tenant application form	Process payments and assessment	Consent	Staff, landlord	Paper / electronic	one year after application is submitted

Applicant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Applicant passport or ID documents	Staff	Photocopy / scanned copy of original/ in office	To comply with right to rent checks	Legal obligation	Staff, landlord, Home Office	Paper / electronic	one year after application is submitted
<b>Data controller</b>	<b>Dean Ahmed</b>						
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<b>Applicant contact details</b>	Staff	In office, over the phone, email, self-registration, tenant application form	Add to property management software	Consent	Staff, landlords, back up / cloud / software provider	Software	one year after application is submitted
			To be able to contact applicant regarding application	Consent	Staff, landlords	Paper / electronic /mobile device	one year after application is submitted
			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted

			Referencing	Consent	Credit check Co., Employer, current landlord, referencing co.	paper / electronic	one year after application is submitted
			To carry out Right to Rent checks	Legal obligation	Staff / landlord	paper / electronic	one year after application is submitted
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Tenancy Agreement	Consent	Staff, landlord	paper / electronic	one year after application is submitted
			To create a tenant record	Consent	Staff	paper / electronic	one year after application is submitted
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	one year after application is submitted
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	one year after application is submitted
Applicant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Applicant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Applicant's Next of Kin details	Staff	Tenant application form	Contact in case of emergency alternative	Legitimate interest	Staff, Public bodies	Paper / electronic	one year after application is submitted

			correspondence address				
Applicant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	one year after application is submitted
Applicant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfillment	Staff, landlord	Paper / electronic	one year after application is submitted
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	one year after application is submitted
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	one year after application is submitted
Applicant passport or ID documents	Staff	Photocopy / scanned copy of original/ in office	To comply with right to rent checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office	Paper / electronic	one year after application is submitted
<b>Data controller</b>	<b>Dean Ahmed</b>						
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<b>Tenant name</b>	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond

			Referencing	Contract fulfillment	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 fulfillment	Contractors, staff,	Software system / mobile device	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 provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	6 Years after tenant leaves
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / Software systems	Within a month of the end of tenancy
			To chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting agency, local authority	Paper / electronic	Paper / electronic
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfillment	Council Tax & utility providers	Paper / electronic	6 years after tenant leaves

<b>Tenant contact details</b>	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
			Referencing	Contract fulfillment	Staff Credit check Co., Employesr, current landlord, referencing co.	paper / electronic	During tenancy & 6 years beyond
			To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	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 chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting agency, local authority	Paper / electronic	6 years after tenant leaves



			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic	6 Years after tenant leaves
			To offer extra services	Consent	Staff, Contractor, 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 fulfillment	Council Tax & utility providers, landlord	Paper / electronic	6 years after tenant leaves
Tenant Employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves
Tenant's current landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves
Tenant Next of Kin details	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	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant's Children details	Staff	Tenant application form	To identify permitted occupiers to include on	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves

			tenancy agreement				
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with right to rent checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office	Paper / electronic	6 years after tenant leaves

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<b>Landlord enquirer name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	6 years from date of entry to software
			To be able to contact landlord enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Software system / mobile device/electronic/paper	6 years from date of entry to software

			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	6 years from date of entry to software
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / Software systems	6 years from date of entry to software
<b>Landlord enquirer contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software	6 years from date of entry to software
			To be able to contact landlord enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Software system / Mobile device	6 years from date of entry to software
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic	6 years from date of entry to software

			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic	6 years from date of entry to software
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<b>Landlord name</b>	Staff	In office, over the phone, email, self-registration, landlord contract	To use on contract	Contract fulfillment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	During tenancy & 6 years after landlord leaves
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years after landlord leaves
			To be able to contact landlord	Contract fulfillment	Contractors, staff, tenants	Software system / mobile device	During tenancy & 6 years after landlord leaves
			To use on deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	During tenancy & 6 years after landlord leaves

			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	During tenancy & 6 years after landlord leaves
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	During tenancy & 6 years after landlord leaves
			To chase arrears	Contract fulfillment	Staff, Solicitors, Court Services, debt collecting agency	Paper / electronic	During tenancy & 6 years after landlord leaves
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years after landlord leaves
			Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord	Paper / electronic	During tenancy & 6 years after landlord leaves
Landlord passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	During tenancy & 6 years after landlord leaves
<b>Landlord contact details</b>			To use on contract	Contract fulfillment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	During tenancy & 6 years after landlord leaves

			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider,	Software	During tenancy & 6 years after landlord leaves
			To be able to contact landlord	Contract fulfillment	Contractors, staff, tenants	Software system / mobile device	During tenancy & 6 years after landlord leaves
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	During tenancy & 6 years after landlord leaves
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	During tenancy & 6 years after landlord leaves
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	During tenancy & 6 years after landlord leaves
			To provide details to contractor	Contract fulfillment	Contractors, staff	Paper, electronic, Software system / mobile device	During tenancy & 6 years after landlord leaves
			To chase arrears	Contract fulfillment	Staff, Contractors, Solicitors, Court Services, debt collecting agency	Paper/ electronic	During tenancy & 6 years after landlord leaves

			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	During tenancy & 6 years after landlord leaves
			Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord	Paper / electronic	During tenancy & 6 years after landlord leaves
Landlord passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	During tenancy & 6 years after landlord leaves
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<b>Landlord previous name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	6 years from termination of contract

			To be able to contact landlord enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Paper / electronic / Software systems	6 years from termination of contract
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	6 years from termination of contract
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / Software systems	6 years from termination of contract
<b>Landlord previous contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software	6 years from termination of contract



			To be able to contact landlord enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Paper / electronic / Software systems	6 years from termination of contract
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	6 years from termination of contract
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / Software systems	6 years from termination of contract

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<b>Buyer enquirer name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	one year after being added to software system

			To be able to contact Buyer enquirer e.g. provide proposed property details, arrange viewings	Consent	Contractors, staff,	Software system / mobile device/electronic/paper	one year after being added to software system
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic	one year after being added to software system
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic	one year after being added to software system
<b>Buyer enquirer contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software	one year after being added to software system
			To be able to contact Buyer e.g. property management	Consent	Contractors, staff,	Software system / Mobile device	one year after being added to software system
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic	one year after being added to software system
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic	one year after being added to software system

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<b>Buyer Applicant Name</b>	Staff	In office, over the phone, email, self-registration, Buyer application form	Add to property management software	Consent	Staff, Vendors, back up / cloud / software provider	Software	one year after application is submitted
			To be able to contact Buyer Applicant regarding application	Consent	Staff, Vendors	Paper / electronic /mobile device /software system	one year after application is submitted
			To initiate sale process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			To contact prospect Vendor	Consent	Staff, Vendor	Paper / electronic /mobile device/ software system	one year after application is submitted
			To create a Buyer record	Consent	Staff	paper / electronic	one year after application is submitted
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	one year after application is submitted
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	one year after application is submitted
Buyer Applicant passport or ID documents	Staff	Photocopy / scanned copy of original/ in office	To comply with money laundering checks	Legal obligation	Staff, Vendor, Home Office	Paper / electronic	one year after application is submitted

Buyer Applicant financial evaluation	Staff	Photocopy / scanned copy of original/ in office	To verify their position	Legal obligation	Staff, Vendor, Solicitors	Paper / electronic / software system	one year after application is submitted
<b>Buyer Applicant contact details</b>	Staff	In office, over the phone, email, self-registration, Buyer application form	Add to property management software	Consent	Staff, Vendors, back up / cloud / software provider	Software	one year after application is submitted
			To be able to contact Buyer Applicant regarding application	Consent	Staff, Vendors	Paper / electronic /mobile device /software system	one year after application is submitted
			To initiate sale process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			To contact prospect Vendor	Consent	Staff, Vendor	Paper / electronic /mobile device/ software system	one year after application is submitted
			To create a Buyer record	Consent	Staff	paper / electronic	one year after application is submitted
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	one year after application is submitted
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	one year after application is submitted

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Information held	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing?	Who will it be shared with?	How is it stored?	When will it be deleted?
<b>Buyer name</b>	Staff	In office, over the phone, email, self-registration, Buyer application form	To use on contract / memorandum of Sales	Contract fulfillment	Vendor, staff, local authority & utilities, contractors,	Paper / electronic	6 years after Buyer completes
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after Buyer completes
			To be able to contact Buyer	Contract fulfillment	Contractors, staff,	Paper / electronic /mobile device /software system	6 years after Buyer completes
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years after Buyer completes
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / software system	6 years after Buyer completes
Buyer passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, Vendor, Home Office	Paper / electronic	6 years after Buyer completes
Buyer financial evaluation	Staff	Photocopy / scanned copy of original/ in office	To verify their position	Legal obligation	Staff, Vendor, Solicitors	Paper / electronic/ software	6 years after Buyer completes

<b>Buyer contact details</b>	Staff	In office, over the phone, email, self-registration, Buyer application form	To use on contract / memorandum of Sales	Contract fulfillment	Vendor, staff, local authority & utilities, contractors,	Paper / electronic	6 years after Buyer completes
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after Buyer completes
			To be able to contact Buyer	Contract fulfillment	Contractors, staff,	Paper / electronic /mobile device /software system	6 years after Buyer completes
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years after Buyer completes
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / software system	6 years after Buyer completes
Buyer passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, Vendor, Home Office	Paper / electronic	6 years after Buyer completes

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<b>Buyer previous name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	6 years from termination of contract
			To be able to contact the previous buyer	Consent	Staff,	Software system / mobile device/electronic/paper	6 years from termination of contract
			To provide marketing material /updates / newsletter	Consent	Staff, 3rd party	Paper / electronic	6 years from termination of contract
			To offer extra services - insurance	Consent	staff,3rd party	Paper / electronic	6 years from termination of contract
<b>Buyer previous contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Software provider	Software	6 years from termination of contract
			To be able to contact Buyer previousr e.g. provide valuation, offers and services	Consent	staff,	Software system / Mobile device	6 years from termination of contract
			To provide marketing material /updates / newsletter	Consent	Staff, 3rd party	Paper / electronic	6 years from termination of contract
			To offer extra services	Consent	Staff, 3rd party	Paper / electronic	6 years from termination of contract

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<b>Vendor enquirer name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	6 years from date of entry to software
			To be able to contact Vendor enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Software system / mobile device/electronic/paper	6 years from date of entry to software
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from date of entry to software
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / software system	6 years from date of entry to software
<b>Vendor enquirer contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software	6 years from date of entry to software
			To be able to contact Vendor enquirer e.g.	Consent	Contractors, staff,	Paper / electronic / software system	6 years from date of entry to software



			provide valuation, offers and services				
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from date of entry to software
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from date of entry to software

**Data Controller**      **Dean Ahmed**

<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
<b>Vendor name / Legal representative name</b>	Staff	In office, over the phone, email, self-registration, Vendor contract	To use on contract	Contract fulfillment	Buyer, staff, local authority & utilities, contractors,	Paper / electronic	6 years after sale completes
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after sale completes
			To be able to contact Vendor	Contract fulfillment	Contractors, staff, Buyers	Software system / mobile device	6 years after sale completes
			To provide details to contractor	Contract fulfillment	Contractors, staff, 3rd parties	Paper, electronic, Software system / Mobile device	6 years after sale completes
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years after sale completes
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 Years after sale completes

			To provide details to solicitors for sale of the property	Legal work	Solicitor, Court Services	Paper / electronic	6 years after sale completes
Vendor passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	6 years after sale completes
<b>Vendor contact details / Legal representative contact details</b>			To use on contract	Contract fulfillment	Buyer, staff, local authority & utilities, contractors,	Paper / electronic	6 years after sale completes
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after sale completes
			To be able to contact Vendor	Contract fulfillment	Contractors, staff, Buyers	Software system / mobile device	6 years after sale completes
			To provide details to contractor	Contract fulfillment	Contractors, staff, 3rd parties	Paper, electronic, Software system / Mobile device	6 years after sale completes
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years after sale completes
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 Years after sale completes
			To provide details to solicitors for sale of the property	Legal work	Solicitor, Court Services	Paper / electronic	6 years after sale completes
Vendor passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	6 years after tenant leaves

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Information held	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing?	Who will it be shared with?	How is it stored?	When will it be deleted?
<b>Vendor previous name</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	6 years from sale of property
			To be able to contact Vendor enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Software system / mobile device/electronic/paper	6 years from sale of property
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from sale of property
			To offer extra services - insurance	Consent	staff, contractor, 3rd party	Paper / electronic / software system	6 years from sale of property
<b>Vendor previous contact details</b>	Staff	In office, over the phone, email, self-registration	Add to management software	Consent	Staff, Contractors, Software provider	Software	6 years from sale of property
			To be able to contact Vendor enquirer e.g. provide valuation, offers and services	Consent	Contractors, staff,	Paper / electronic / software system	6 years from sale of property
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from sale of property
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	6 years from sale of property

**Data Controller**      **Dean Ahmed**

<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
<b>Next of Kin name</b>	Staff	In office, over the phone, email, tenant registration	Add to property management software	Legitimate interest	Staff, Software provider,	Software	Six years after tenancy ends
			Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	Six years after tenancy ends
<b>Next of Kin contact details</b>	Staff	In office, over the phone, email, tenant registration	Add to property management software	Legitimate interest	Staff, Software provider,	Software	Six years after tenancy ends
			Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	Six years after tenancy ends

**Data Controller**      **Dean Ahmed**

<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
<b>Referee name</b>	Staff	In office, over the phone, email, tenant registration	Add to property management software	Contract fulfillment	Staff, Software provider,	Software	Six years after tenancy ends
			To support tenant application	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	Six years after tenancy ends
<b>Referee contact details</b>	Staff	In office, over the phone, email, tenant registration	Add to property management software	Contract fulfillment	Staff, Software provider,	Software	Six years after tenancy ends

			To support tenant application	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	Six years after tenancy ends
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**Data Controller**      **Dean Ahmed**

Information held	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing?	Who will it be shared with?	How is it stored?	When will it be deleted?
<b>Permitted Occupant</b>	Staff	In office, over the phone, email, tenant registration	Add to property management software	Legitimate interest	Staff, Software provider,	Software	Six years after tenancy ends
			Contact in case of emergency	Legitimate interest	Staff, Public bodies	Paper / electronic	Six years after tenancy ends
	Staff	In office, over the phone, email, tenant registration	Add to property management software	Legitimate interest	Staff, Software provider,	Software	Six years after tenancy ends
			Contact in case of emergency	Legitimate interest	Staff, Public bodies	Paper / electronic	Six years after tenancy ends
			named on contract	Contractual			Six years after tenancy ends

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Information held	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing?	Who will it be shared with?	How is it stored?	When will it be deleted?
<b>Guarantor / Name</b>	Staff	In office, over the phone, email, self-registration, tenant application form	Add to property management software	Consent/ Contract fulfillment	Staff, landlords, back up / cloud / software provider	Software	one year after application is submitted
			To be able to contact guarantor regarding application	Consent/ Contract fulfillment	Staff, landlords	Paper / electronic /mobile device	one year after application is submitted

			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			Referencing	Consent	Credit check Co., Employer, current landlord, referencing co.	paper / electronic	one year after application is submitted
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Guarantor Agreement	Contract fulfillment	Staff, landlord	paper / electronic	one year after application is submitted
			To create a guarantor record	Contract fulfillment	Staff	paper / electronic	one year after application is submitted
			To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			To chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting agency, local authority	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	Staff	Guarantor application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted

Guarantor's current landlord information	Staff	Guarantor application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Guarantor's Next of Kin details	Staff	Guarantor application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	one year after application is submitted
Guarantor bank details	Staff	Guarantor application form	Process payments and assessment	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Guarantor passport or ID documents	Staff	Photocopy / scanned copy of original/ in office	To comply with right to rent checks	Legal obligation	Staff, landlord, Home Office	Paper / electronic	one year after application is submitted
		Guarantor application form	To chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting agency, local authority	Paper / electronic	Paper / electronic
		Guarantor application form	If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves

**Data Controller**      **Dean Ahmed**

<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
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<b>Guarantor contact details</b>	Staff	In office, over the phone, email, self-registration, tenant application form	Add to property management software	Consent	Staff, landlords, back up / cloud / software provider	Software	one year after application is submitted
			To be able to contact guarantor regarding application	Consent/ Contract fulfilment	Staff, landlords	Paper / electronic /mobile device	one year after application is submitted
			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			Referencing	Consent	Credit check Co., Employer, current landlord, referencing co.	paper / electronic	one year after application is submitted
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Guarantor Agreement	Contract fulfilment	Staff, landlord	paper / electronic	one year after application is submitted
			To create a guarantor record	Contract fulfilment	Staff	paper / electronic	one year after application is submitted
			To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			To chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting	Paper / electronic	6 years after tenant leaves



					agency, local authority		
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
Guarantor Employer information	Staff	Guarantor application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Guarantor's current landlord information	Staff	Guarantor application form	Referencing & assessment	Consent	Staff, Credit check Co., landlord, referencing co.	Paper / electronic	one year after application is submitted
Guarantor's Next of Kin details	Staff	Guarantor application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	one year after application is submitted
Guarantor bank details	Staff	Guarantor application form	Process payments and assessment	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Credit score results, history	Credit Check Co.	Email or online	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Consent	Staff, landlord	Paper / electronic	one year after application is submitted
Guarantor passport or ID documents	Staff	Photocopy / scanned copy of original/ in office	To comply with right to rent checks	Legal obligation	Staff, landlord, Home Office	Paper / electronic	one year after application is submitted
		Guarantor application form	To chase rent arrears	Contract fulfillment	Staff, landlord, Solicitors, Court Services, debt collecting	Paper / electronic	Paper / electronic

					agency, local authority		
		Guarantor application form	If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves

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<b>Information held</b>	<b>Who is collecting it?</b>	<b>How is it collected?</b>	<b>Why is it collected?</b>	<b>Lawful basis for processing?</b>	<b>Who will it be shared with?</b>	<b>How is it stored?</b>	<b>When will it be deleted?</b>
<b>Relevant Person</b>	Staff	In office, over the phone, email, self-registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	one year after being added to software system
			To be able to contact relevant person regarding application	Consent	Staff, landlords	Paper / electronic /mobile device/ software system	one year after application is submitted
			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Tenancy Agreement	Consent	Staff, landlord	paper / electronic	one year after application is submitted

			To create a tenant record	Consent	Staff	paper / electronic	one year after application is submitted
			To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
<b>Relevant Person contact details</b>	Staff	In office, over the phone, email, self- registration	Add to property management software	Consent	Staff, Contractor, Software provider	Software	one year after being added to software system
			To be able to contact relevant person regarding application	Consent	Staff, landlords	Paper / electronic /mobile device/ software system	one year after application is submitted
			To create application process	Consent	Staff, back up / cloud provider	Software/ paper /electronic	one year after application is submitted
			To contact prospect landlord	Consent	Staff, Landlord	Paper / electronic /mobile device	one year after application is submitted
			To create Tenancy Agreement	Consent	Staff, landlord	paper / electronic	one year after application is submitted
			To create a tenant record	Consent	Staff	paper / electronic	one year after application is submitted
			To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves

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Information held	Who is collecting it?	How is it collected?	Why is it collected?	Lawful basis for processing?	Who will it be shared with?	How is it stored?	When will it be deleted?
<b>Power of Attorney name</b>	Staff	In office, over the phone, email, self-registration, landlord contract	To use on contract	Contract fulfillment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	6 years after landlord leaves
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years after landlord leaves
			To be able to contact Power of Attorney	Contract fulfillment	Contractors, staff, tenants	Software system / mobile device	During tenancy & 6 years after landlord leaves
			To use on deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	During tenancy & 6 years after landlord leaves
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	During tenancy & 6 years after landlord leaves
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	?????
			To chase arrears	Contract fulfillment	Staff, Solicitors, Court Services, debt collecting agency	Paper / electronic / software system	During tenancy & 6 years after landlord leaves
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years after landlord leaves

			Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord	Paper / electronic	During tenancy & 6 years after landlord leaves
Power of Attorney passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	6 years after tenant leaves
<b>Power of Attorney contact details</b>	Staff	In office, over the phone, email, self-registration, landlord contract	To use on contract	Contract fulfillment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	6 years after landlord leaves
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years after landlord leaves
			To be able to contact Power of Attorney	Contract fulfillment	Contractors, staff, tenants	Software system / mobile device	During tenancy & 6 years after landlord leaves
			To use on deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	During tenancy & 6 years after landlord leaves
			To provide marketing material /updates / newsletter	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	During tenancy & 6 years after landlord leaves
			To offer extra services	Consent	Staff, Contractor, 3rd party	Paper / electronic / software system	?????
			To chase arrears	Contract fulfillment	Staff, Solicitors, Court Services, debt collecting agency	Paper / electronic / software system	During tenancy & 6 years after landlord leaves

			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years after landlord leaves
			Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord	Paper / electronic	During tenancy & 6 years after landlord leaves
Power of Attorney passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	6 years after tenant leaves
Power of Attorney passport or ID documents	Staff	Photocopy / scanned copy of original, face to face	To comply with money laundering checks	Legal obligation, contract fulfillment	Staff, landlord, Home Office, Government agencies	Paper / electronic	6 years after tenant leaves