

Data controller: 2let2 Ltd			Data Subject: Guarantor				
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
Guarantor Name	Staff	Form	To use in financial agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Verification of agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provided	Electronic	6 years after tenant leaves
			Financial fulfilment of Guarantor agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			If legal action is needed	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Notification of matters relating to the tenancy	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
		Land registry search	Verification of agreement and qualification as Guarantor	Contract fulfilment	Landlord, staff, solicitor, Court Services	Paper / electronic	6 months after all financial obligations have been successfully completed
Guarantor Address	Staff	Form	To use in financial agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves

Please note any phone calls that maybe recorded for training and quality purposes are stored on a software system for no longer than 4 weeks.

			Verification of agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Electronic	6 years after tenant leaves
			Financial fulfilment of Guarantor agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			If legal action is needed	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Notification of matters relating to the tenancy	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
		Land registry search	Verification of agreement and qualification as Guarantor	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 months after all financial obligations have been successfully completed
Guarantor Telephone number	Staff	Form	To use in financial agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Verification of agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Electronic	6 years after tenant leaves

			Financial fulfilment of Guarantor agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			If legal action is needed	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Notification of matters relating to the tenancy	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
Guarantor email address	Staff	Form	To use in financial agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Verification of agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, software provider	Electronic	6 years after tenant leaves
			Financial fulfilment of Guarantor agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
			If legal action is needed	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Notification of matters relating to the tenancy	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves

Guarantor identification Documents	Staff	Photocopy of original, scanning, printed copy	Verification of identity	Contract fulfilment	Landlord, staff	Paper / electronic	6 months after all financial obligations have been sucsefully completed
			Verification of agreement details	Contract fulfilment	Landlord, staff	Paper / electronic	6 months after all financial obligations have been sucsefully completed
			Add to property management software	Contract fulfilment	Staff, software provider	Electronic	6 months after all financial obligations have been sucsefully completed
			Fulfilment of Guarantor agreement	Contract fulfilment	Landlord, staff	Paper / electronic	6 months after all financial obligations have been sucsefully completed
			If legal action is needed	Contract fulfilment	Landlord, staff, Solicitor, Court Services	Paper / electronic	6 months after all financial obligations have been sucsefully completed