

Data controller: 2let2 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's name	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Staff, landlord, local authority & utilities, contractors	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, contractors, software provider	Software system	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff credit check co., employers, current landlord, current agent, referencing co. current employer	Paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff, landlord	Software system	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, landlord, deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
			If legal action is needed	Legal work	Landlord, solicitor, court services	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfilment	Council tax & utility providers	Paper / electronic	6 years after tenant leaves
			To meet local council requirements	Legal obligation, contract fulfilment	Local Authorities	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.

Tenant's date of birth	Staff	Tenant application form	To process application	Contract fulfilment	Staff, software provider	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, contractors, software provider	Software system	6 years after tenant leaves
			Confirm age is over 18 years	Contract fulfilment	Staff	Paper / electronic	6 years after tenant leaves
			For security and identification	Contract fulfilment	Staff	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfilment	Utility providers	Paper / electronic	6 years after tenant leaves
Tenant's address	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Staff, landlord, local authority & utilities, contractors	Paper / electronic	6 years after tenant leaves
			Add to management software	Contract fulfilment	Staff, contractors, software provider	Software system	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff credit check co., employers, current landlord, current agent, referencing co.	Paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff, landlord	Software system	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, landlord, deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves
			If legal action is needed, for example possession claim	Legal Work	Landlord, 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's telephone number	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Staff, landlord, local authority & utilities, contractors	Paper / electronic	6 years after tenant leaves

			Add to management software	Contract fulfilment	Staff, contractors, software provider	Software system	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff credit check co., employers, current landlord, referencing co.	Paper / electronic, software system	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff, landlord	Software system	6 years after tenant leaves
			To use in prescribed information	Legal obligation	Staff, landlord, deposit scheme, relevant person	Paper / electronic	6 years after tenant leaves
			If legal action is needed e.g. possession claim	Legal Work	Landlord, solicitors, court services	Paper / electronic	6 years after tenant leaves
Tenant's email	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 system	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff credit check co., employers, current landlord, current agent, referencing co.	Paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff, landlord	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
			If legal action is needed e.g. possession claim	Legal Work	Landlord, solicitors, court services	Paper / electronic	6 years after tenant leaves
Tenant's employer information	Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, credit check co., landlord, referencing co.	Paper / electronic	6 years after tenant leaves

Tenant's university or educational establishment information	Staff	Tenant application form	Referencing, assessment	Contract fulfilment	Staff, landlord, referencing co. Council	Paper / electronic	6 years after tenant leaves
		Student council tax exemption form	Council tax	Contract fulfilment, official function	Staff, landlord, council	Paper / electronic	6 years after tenant leaves
Tenant's current landlord information	Staff	Tenant application form, reference	Referencing & assessment	Contract fulfilment	Staff, credit check co., landlord, referencing co.	Paper / electronic	During tenancy and 3 months of tenant vacating
Tenant's next of kin details	Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest, vital interest	Staff, public bodies	Paper / electronic	Within 3 months of tenant vacating
Tenant's bank details	Staff	Tenancy forms	Return of deposit	Contract fulfilment	Staff, landlord, bank	Paper / electronic	6 years after payment of deposit
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's passport or ID documents	Staff	Photocopy of original, face to face	To comply with right to rent checks. Verification of identity	Legal obligation, contract fulfilment	Staff, landlord, Home Office	Paper / electronic	6 years after tenant leaves
Tenant's payment history	Staff	Payments made by tenants through office of bank	Add to management software	Contract fulfilment	Staff, landlord, software provider	Software system	6 years after tenant leaves
			To monitor contractual compliance and fulfilment	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
			Carry out management duties including accounting	Contract fulfilment, legal requirement	Staff, landlord, accountant	Paper / electronic, software system	6 years after tenant leaves

			If legal action is needed	Legal Work, Contract fulfilment	Staff, landlord, solicitors, court Services	Paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfilment	Staff, landlord, software provider	Software system	6 years after tenant leaves
			For the return of deposit	Contract fulfilment	Staff, landlord, deposit scheme, relevant person, solicitors, court services	Paper / electronic	6 years after tenant leaves
			For collection of outstanding rent	Contract fulfilment	Staff, landlord, solicitors, court services, financial guarantor	Paper / electronic	6 years after tenant leaves
			Processing of reference	Consent	Prospective landlord, prospective agent	Paper / electronic	6 years after tenant leaves