

Data controller: Bennett Jones Partnership			Data Subject: Landlord's name				
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
Landlord name	Staff	In office, over the phone, email, landlord information form	To use on contract	Contract fulfilment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	During tenancy and 6 years beyond
			To be able to contact landlord	Contract fulfilment	Staff, contractors	Paper / electronic	During tenancy and 6 years beyond
			To use on deposit prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper / electronic	During tenancy and 6 years beyond
			To offer extra services	Consent	Staff, third party	Paper / electronic	During tenancy and 6 years beyond
			If legal action is needed	Legal work	Solicitor, court services	Paper / electronic	During tenancy and 6 years beyond
Landlord contact details		In office, over the phone, email, landlord information form	To use on contract	Contract fulfilment	Tenant, staff, local authority & utilities, contractors,	Paper / electronic	During tenancy and 6 years beyond
			To be able to contact landlord	Contract fulfilment	Staff, contractors	Paper / electronic	During tenancy and 6 years beyond
			To use in prescribed information	Legal obligation	Staff, deposit scheme, relevant person	Paper / electronic	During tenancy and 6 years beyond
			To offer extra services	Consent	Staff, third party	Paper / electronic	During tenancy
			To provide details to contractor	Contract fulfilment	Staff, contractors	Paper / electronic	During tenancy
			If Legal action is needed, for example possession claim	Legal Work	Solicitor, court services	Paper / electronic	During tenancy and 6 years beyond