

Data controller: Bennett Jones Partnership			Data Subject: Tenant'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
Tenant's name	BJP 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 property management software	Contract fulfilment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond
			referencing	Contract fulfilment	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 fulfilment	Contractors, staff	Software system	6 years after tenant leaves
			To use on prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			Services	Contract fulfilment	Council Tax & utility providers	Paper / electronic	6 years after tenant leaves
Tenant's contact details	BJP 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
			Add to management software	Contract fulfilment	Staff, Contractors, Software provider	Paper / electronic	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff Credit check Co., Employer, current landlord, referencing co.	Software	During tenancy & 6 years beyond
			To be able to contact tenant e.g. property management	Contract fulfilment	Contractors, staff	paper / electronic	6 years after tenant leaves

			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Software system	6 years after tenant leaves
			To offer extra services	Consent	Staff, 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 fulfilment	Council Tax & utility providers, landlord	Paper / electronic	6 years after tenant leaves
Tenant's bank details	BJP Staff	Tenant application form, in person, by phone or e-mail	Setting up standing orders and returning deposits	Contract fulfilment and Legitimate interest	Staff	Paper / electronic	6 years after tenant leaves
Tenant's employer information	BJP Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Referencing company, landlord	Paper / electronic	6 years after tenant leaves
Tenant's previous/current landlord information	Referencing Company	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Referencing company, landlord	Paper / electronic	6 years after tenant leaves
Tenant's credit score results and history	Referencing Company	Email or online	To assess suitability	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Tenant Next of Kin details	BJP Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	6 years after tenant leaves
Tenants passport or ID details	BJP Staff	Copy of 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
Tenant's children details	BJP Staff	Tenant application form	To identify permitted occupiers to include on tenancy agreement	Contract fulfilment	Staff, landlord	Paper / electronic	6 years after tenant leaves