

Data controller: Bennett Jones Partnership			Data Subject: Vendor'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
Vendor name	Staff	In office, over the phone, email, seller information form	To use on contract	Contract fulfilment	Staff, solicitors, other estate agents connected to a property sale, surveyors, mortgage valuers, energy assessors	Paper / electronic	7 years after business relationship ends
			To be able to contact vendor	Contract fulfilment	Staff, contractors	Paper / electronic	7 years after business relationship ends
			To offer extra services	Consent	Staff, mortgage advisor	Paper / electronic	7 years after business relationship ends
Vendor's contact details	Staff	In office, over the phone, email, seller information form	To use on contract	Contract fulfilment	Staff, solicitors, other estate agents connected to a property sale, surveyors, mortgage valuers, energy assessors	Paper / electronic	7 years after business relationship ends
			To be able to contact vendor	Contract fulfilment	Staff, contractors	Paper / electronic	7 years after business relationship ends
			To offer extra services	Consent	Staff, mortgage advisor	Paper / electronic	7 years after business relationship ends
Vendor's photo ID and other forms of identity	Staff	Face to face or via solicitor for approval	To confirm identity and satisfy Anti Money Laundering requirements	Legal requirement	Staff, solicitors	Paper / electronic	7 years after business relationship ends