

| Data controller: Bennett Jones Partnership | | | Data Subject: Purchasers'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 |
| Purchaser's name | BJP Staff | In office, over the phone, email, self-registration as applicant | To use on contract | Contract fulfilment | Staff, solicitors, other estate agents connected to a property sale | Paper / electronic | 7 years after business relationship ends |
| | | | add to property software | Contract fulfilment | Staff, Software provider | Software | 7 years after business relationship ends |
| | | | To offer extra services | Consent | Staff, mortgage advisor | Paper / electronic | 7 years after business relationship ends |
| Purchaser's contact details | BJP Staff | In office, over the phone, email, self-registration | To be able to contact purchaser | Legitimate interest | Contractors, staff | paper / electronic | 7 years after business relationship ends |
| | | | Add to property software | Legitimate interest | Staff, Software provider | Paper / electronic | 7 years after business relationship ends |
| | | | To offer extra services | Consent | Staff, mortgage provider | Paper / electronic | 7 years after business relationship ends |
| Purchaser's proof of finance | BJP Staff | Tenant application form, in person, by phone or e-mail | To establish financial position in order to proceed with a sale | Legitimate interest | Staff | Paper / electronic | 5 years after business relationship ends |
| Purchaser's passport or ID details | BJP Staff | Copy of original, face to face or from approved solicitors | To comply with anti money laundering regulations | Legal obligation | Staff | Paper/Electronic | 5 years after business relationship ends |