

Data controller: Bennett Jones Partnership			Data Subject: <b>Applicant's Name</b>				
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
Applicant's name	BJP Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Landlord, staff	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
		In office, over the phone, email, self-registration, tenant application form	referencing	Contract fulfilment	Credit check Co., Employer, current landlord, referencing co.	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
			To use on prescribed information	Legal obligation	Staff	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's contact details	BJP Staff		To use on contract	Contract fulfilment	Landlord, staff	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
			Add to management software	Contract fulfilment	Staff, Software provider	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
			Referencing	Contract fulfilment	Staff Credit check Co., Employer, current landlord, referencing co.	Software	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Software system	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's bank details	BJP Staff	Tenant application form, in person, by phone or e-mail	Referencing & assessment	Legitimate interest	Staff	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's employer information	BJP Staff	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Referencing company, landlord	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied

Applicant's previous/current landlord information	Referencing Company	Tenant application form	Referencing & assessment	Contract fulfilment	Staff, Referencing company, landlord	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's credit score results and history	Referencing Company	Email or online	To assess suitability	Contract fulfilment	Staff, landlord	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's Next of Kin details	BJP Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	If applicant successful then 6 years after tenant leaves otherwise to be deleted as soon as application denied
Applicant's 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
Applicant'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