

Data controller: Bennett Jones Partnership			Data Subject: Guarantor'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
Guarantor's name	BJP Staff	In office, over the phone, email, self-registration, guarantor application form	To use on contract	Contract fulfilment	Landlord, staff	Paper / electronic	6 years after tenant leaves
		In office, over the phone, email, self-registration, guarantor application form	add to property management software	Contract fulfilment	Staff, Software provider	Software	During tenancy & 6 years beyond
			referencing	Contract fulfilment	Credit check Co., Employer, referencing co.	Paper / electronic	During tenancy & 6 years beyond
			to be able to contact guarantor e.g. rent payments	Contract fulfilment	Staff	Software system	6 years after tenant leaves
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
Guarantor's contact details	BJP Staff		In office, over the phone, email, self-registration, guarantor application form	To use on contract	Contract fulfilment	Landlord, staff	Paper / electronic
		In office, over the phone, email, self-registration, guarantor application form	Add to management software	Contract fulfilment	Staff, Software provider	Paper / electronic	6 years after tenant leaves
			Referencing	Contract fulfilment	Staff Credit check Co., Employer, referencing co.	Software	During tenancy & 6 years beyond
			To be able to contact tenant e.g. property management	Contract fulfilment	Staff	paper / electronic	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

Guarantor's employer information	BJP Staff	Guarantor application form	Referencing & assessment	Contract fulfilment	Staff, Referencing company, landlord	Paper / electronic	6 years after tenant leaves
Guarantor'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
Guarantor's Next of Kin details	BJP Staff	Guarantor application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	6 years after tenant leaves
Guarantor's passport or ID details	BJP Staff	Copy of original, face to face	To comply with due diligence checks	Legal obligation, contract fulfilment	Staff, landlord, Home Office	Paper/Electronic	6 years after tenant leaves