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Data Protection A... ...ental Business

NOTE TO USERS: This table contains example entries in each col... ...the entries to reflect their own data collection/processing arrangements and complete the final three columns for each cate...

Category of data collected/processed	Ref	Details of data collected/process...	...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Identity and contact details for tenants/residents	1.1	Names	...suitability of ...esident	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	1.2	Contact addresses (including emai... address)	...cy ...er			
	1.3	Telephone numbers				
	1.4	Email addresses				
	1.5	Dates of Birth				
	1.6	National Insurance Numbers	...ccupier ...ded to deal ...or ...s			
	1.7	Car registration numbers for tenants/residents				
Background information about tenants/residents	2.1	Information about tenants'/resident... current property	...s to assess ...proposed	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	2.2	Details of tenants'/residents' current/previous landlord	...financial ...orthiness			
	2.3	Employment status				
	2.4	Employer/University/College details				
	2.5	Accountant details (if self-employe...				

Category of data collected/processed	Ref	Details of data collected/processed	...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	2.6	Details of any benefits received				
	2.7	Details of tenants'/residents' perso... referee				
	2.8	Details of bankruptcy/court judgme...				
	2.9	Details of other persons who will occupy the property				
	2.10	Any pets to live at the property		Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	2.11	Information about tenants' health/disabilities	...to comply ...s			
	2.12	Records relating to requests for adaptations under disability discrimination legislation				
	2.13	Next of kin	...in in an	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
Bank details	3.1	Bank account details	...d payments ...erty/tenancy	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	3.2	Bank statements				
	3.3	Credit check results	...rd the ...financial ...orthiness	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as*	*Enter relevant code(s) from list*	*Enter reasons*
	3.4	Bank references				

Category of data collected/processed	Ref	Details of data collected/process...	...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
			applicable)		*below*	
Tenancy details	4.1	Property address	...nplete ...and other	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	4.2	Length of tenancy				
	4.3	Start date of tenancy				
	4.4	Rent payable				
	4.5	Renewals				
Joint tenants and other residents	5.1	Details of any joint tenants, includir... contact details	...nplete ...and other	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	5.2	Details of other residents and conta... details				
Rent deposits	6.1	Amount of rent deposits taken from... tenants	...rotect the	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	6.2	Amount of deposit paid by any third... party and their contact details	...l			
	6.3	Tenancy deposit prescribed inform...	...andlord can ...eposit if			
	6.4	Tenancy deposit scheme documentation/correspondence				
Guarantors	6.1	Guarantor names	...suitability of ...or	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	6.2	Guarantor addresses				
	6.3	Guarantor email addresses	...d enforce			

Category of data collected/processed	Ref	Details of data collected/process...	...d?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	6.4	Guarantor telephone numbers				
	6.5	Guarantor employment status				
	6.6	Address of any property owned by guarantor and proof of ownership				
Right to rent checks (England only)	7.1	Nationality of tenant	rent checks ...al	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	7.2	Copy of passport/driving licence/bi... certificate and other right to rent ch... documentation				
	7.3	Passport/driving licence details including expiry date, reference nu... and issuing authority				
Rent and utilities payment records	8.1	Records of rent due and received	cords ...erty/tenancy.	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	8.2	Banks statements relating to rental receipts	...rd to take ...late/non-			
	8.3	Records relating to collection of administration fees				
	8.4	Records relating to collection of uti... charges for properties without sepa... meter				
	8.5	Records relating to collection of se... charges				
Issues with arrears and possession	9.1	Records relating to steps taken to recover arrears or seek possession	...rd to take ...against the	Contractual obligation/consent/ legitimate interests/legal	*Enter relevant code(s)*	*Enter reasons*

Category of data collected/processed	Ref	Details of data collected/process... ...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
			obligations* (*delete as applicable*)	*from list below*	
Repair and health & safety issues	10.1	Record of repair requests and actio... ...taken	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	10.2	Risk assessments including fire ris... assessment			
	10.3	Gas safety checks			
Issues with breaches of tenancy agreement or complaints	11.1	Records relating to steps taken to address breaches with tenants/residents and others	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	11.2	Records relating to complaints from... other third parties			
	11.3	Records relating to complaints mad... tenants/residents			
Council tax and utilities	12.1	Correspondence with local authorit... regarding Council Tax	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	12.2	Correspondence with water compa... and other utilities providers			
	12.3	Meter readings			
Universal credit/housing benefit	13.1	Correspondence with Department f... Work and Pensions (DWP) and/or ... authorities	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	13.2	Correspondence and payment			

Category of data collected/processed	Ref	Details of data collected/processed	...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
		schedules for any benefits paid dir...				
Termination of tenancy	14.1	Notices served	...to end ...r vacant ...rty	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	14.2	References given to new prospecti... landlords				
	14.3	Correspondence with tenancy dep... scheme regarding release of depos... and/or any deposit disputes	...ccupiers in ...mmodation ...y deposits ...tenancy ...al			
	14.4	Correspondence relating to any belongings left behind by tenants/residents				
CCTV and Audio recordings	15.1	CCTV recordings	...of premises ...nd anti-	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	15.2	Audio recordings, e.g. telephone messages	...occupiers' ...ancy			
General correspondence	16.1	All correspondence including letter... emails, text messages		Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*

Category of data collected/processed	Ref	Details of data collected/process...	...ed?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Other	17.1			Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*

Table of third parties with whom data may be shared

Code	Description
A	Professional advisers
B	Letting/managing agents
C	Freeholder and/or their managing agent (for property in block...
D	Existing or previous landlords
E	Existing or previous employers
F	Credit referencing agencies
G	Debt collectors and tracing services
H	Local authorities and government/public bodies
I	Ombudsman/redress schemes
J	Professional body/regulator
K	Courts/Tribunals
L	Police/enforcement agencies.
M	Internet service providers
N	Banks/building societies
O	Tenant's/occupier's next of kin/close relatives in case of emer...
P	Joint tenants and other residents
Q	Guarantors
R	Tenancy Deposit Schemes
S	Universal Credit/housing benefit/other benefit administrator
T	H M Revenue and Customs
U	Council Tax authority
V	Contractors and tradespeople providing services at the prope...
W	Prospective purchasers of property
X	Other landlords when reference requested

Y	Other – *give details*	

Audited By:	
Signature:	
Date:	

S A M P L E