

# SAMPLE

<<Residential Landlords Data Protection Audit>>	<<Residential Lettings Agencies Data Protection Audit>>
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**NOTE TO USERS:** This table contains example entries in each column to help you complete the entries to reflect their own data collection/processing arrangements and complete the final three columns for each category.

Category of data collected/processed	Ref	Details of data collected/processed	Is it necessary to collect this data?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Identity and contact details for landlord	1.1	Names	Yes The landlord contracts with the tenant, the landlord is responsible for the tenancy and the landlord is responsible for the tenancy.	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	1.2	Contact addresses (including email address)				
	1.3	Telephone numbers				
	1.4	Email addresses				
	1.5	Dates of Birth				
	1.6	National Insurance Numbers				
Bank details	2.1	Bank account details	Yes The landlord is responsible for the tenancy and the landlord is responsible for the tenancy.	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	2.2	Bank statements				
	2.3	Credit check results				
	2.4	Bank references				
Property details	3.1	Property address of any property with which the landlord is associated	Yes The landlord is responsible for the tenancy and the landlord is responsible for the tenancy.	Contractual	Enter	Enter

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		to be let, or let and managed or which is currently let and is to be managed	rent and other	obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>relevant code(s) from list below</i>	<i>reasons</i>
	3.2	Heads of terms for proposed new let				
	3.3	Copies of the existing tenancy agreements and other documentation relating to the tenancies (licences for alteration or assignment/subletting)	contract with the			
	3.4	For each tenancy, the following details: Start date; Rents payable under the tenancies; Details of service charge; Period of occupancy; Arrears; Details of utilities; Renewals	properties to let			
Rent deposits	4.1	Amount of rent deposits taken from tenants	protect the	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
	4.2	Amount of deposit paid by any third party and their contact details	legal obligations			
	4.3	Tenancy deposit prescribed information	tenancy deposit			

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	4.4	Tenancy deposit scheme documentation/correspondence	Half of the deposit can claim it if			
Rent and utilities payment records	5.1	Records of rent due and received	Records of rent due and received	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	5.2	Bank statements relating to rental receipts	Bank statements relating to rental receipts			
	5.3	Records relating to collection of administration fees	Records relating to collection of administration fees			
	5.4	Records relating to collection of utility charges for properties without separate meter	Records relating to collection of utility charges for properties without separate meter			
	5.5	Production of rental statements	Production of rental statements			
	5.6	Records relating to collection of service charges	Records relating to collection of service charges			
Issues with arrears and possession	6	Records relating to steps taken to recover arrears or seek possession	Records relating to steps taken to recover arrears or seek possession	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
Repair and health & safety issues	7.1	Record of repair requests and actions taken (including building regulation approval and completion certificates)	Record of repair requests and actions taken (including building regulation approval and completion certificates)	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons

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	7.2	Risk assessments including fire risk assessment	Consent in the agent's relations with the	applicable)	below	
	7.3	Gas safety checks	Legal obligations			
Issues with breaches of tenancy agreement or complaints	8.1	Records relating to steps taken to address breaches with tenants/residents and others	Covenants are to allow to be taken	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	8.2	Records relating to complaints from third parties	Address crime behaviour			
	8.3	Records relating to complaints made by tenants/residents	Legal obligations			
Council tax and utilities	9.1	Correspondence with local authority regarding Council Tax	Direct party is Tax and other	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	9.2	Correspondence with water companies and other utilities providers	Provision of property and services			
	9.3	Meter readings				
Universal credit/housing benefit	10.1	Correspondence with Department for Work and Pensions (DWP) and/or local authorities	Determining entitlement	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	10.2	Correspondence and payment schedule for any benefits paid direct	and receives all			
Termination of tenancy	11.1	Notices served	Consent on behalf	Contractual	Enter	Enter

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	11.2	References given to new prospective landlords	land tenancy and possession	obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>relevant code(s) from list below</i>	<i>reasons</i>
	11.3	Correspondence with tenancy deposit scheme regarding release of deposits and/or any deposit disputes	tenancy deposits in tenancy legal obligations			
	11.4	Correspondence relating to any belongings left behind by tenants/residents				
CCTV and Audio recordings	12.1	CCTV recordings	view of premises and anti-social	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
	12.2	Audio recordings, e.g. telephone messages	tenants'/occupiers' tenancy			
General correspondence	13	All correspondence including letters emails, text messages	for the use of	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
Websites and online platforms	14	Information which is available in the public domain	availability of the	Contractual obligation/consent/legitimate interests/legal	<i>Enter relevant code(s)</i>	<i>Enter reasons</i>

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			are	obligations* ( <i>delete as applicable</i> )	<i>from list below</i>	
Superior Leases	15	Information which is available in documentation relating to the superior lease of the property	ence of the landlord	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
Service Contracts	16	Information which is available in service contracts	es to be ncy and with the	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
Insurance	17	Copies of the building's insurance policy and schedule  Other defects insurance liability in respect of the property and other professional public liability insurance policies	new  claims on  s of the of the with the tions	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>
Mortgages/Loans	18	Details of any lender restrictions	ncy and with the  lender of	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>

Category of data collected/processed	Ref	Details of data collected/processed
Other	19	

Is data shared?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	Contractual obligation/consent/legitimate interests/legal obligations* ( <i>delete as applicable</i> )	<i>Enter relevant code(s) from list below</i>	<i>Enter reasons</i>

## Table of third parties with whom data may be shared

Code	Description
A	Professional advisers
B	Other letting/managing agents
C	Freeholder and/or their managing agent (for property in block)
D	Credit referencing agencies
E	Debt collectors and tracing services
F	Local authorities and government/public bodies
G	Ombudsman/redress schemes
H	Professional body/regulator
I	Courts/Tribunals
J	Police/enforcement agencies.
K	Internet service providers
L	Banks/building societies
M	Tenant's/occupier's next of kin/close relatives in case of emergency
N	Joint tenants and other residents
O	Guarantors
P	Neighbours, other tenants and residents
Q	Insurers
R	Tenancy Deposit Schemes
S	Universal Credit/housing benefit/other benefit administrator
T	H M Revenue and Customs
U	Contractors, tradespeople and utility companies providing services to the property
V	Prospective purchasers of our business when reference required

W	Prospective purchasers of property
X	Other landlords when reference requested
Y	Other – <i>give details</i>

Audited By:	
Signature:	
Date:	

S  
A  
M  
P  
L  
E