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<<Resident Name>> Data Protection Audit for Resident and guarantors
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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 of data collected/processed

Category of data collected/processed	Ref	Details of data collected/processed	Is the data collected/processed necessary for the purpose of the processing?	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 resident to occupy the property	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				
	1.7	Car registration numbers for tenants/residents				
Background information about tenants/residents	2.1	Information about tenants'/residents' current property	Resident post-tenancy to deal with enforcement	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				
	2.3	Employment status				
	2.4	Employer/University/College details				
	2.5	Accountant details (if self-employed)				

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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
	2.6	Details of any benefits received				
	2.7	Details of tenants'/residents' personal referee				
	2.8	Details of bankruptcy/court judgments				
	2.9	Details of other persons who will occupy the property				
	2.10	Any pets to live at the property				
	2.11	Information about tenants' health/disabilities	on behalf of the landlord to comply with	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	2.12	Records relating to requests for adaptations under disability discrimination legislation				
	2.13	Next of kin	in an emergency	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	and payments to the landlord/property/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	to assess the financial soundness of the tenant	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	3.4	Bank references				

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Category of data collected/processed	Ref	Details of data collected/processed	Is the data necessary for the purpose?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
				<i>applicable)</i>	<i>below</i>	
Tenancy details	4.1	Property address	complete and other	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	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, including contact details	complete and other	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>
	5.2	Details of other residents and contact details				
Rent deposits	6.1	Amount of rent deposits taken from tenants	to protect the legal obligations dependent on and can claim if	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>
	6.2	Amount of deposit paid by any third party and their contact details				
	6.3	Tenancy deposit prescribed information				
	6.4	Tenancy deposit scheme documentation/correspondence				
Guarantors	6.1	Guarantor names	suitability of or and enforce	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>
	6.2	Guarantor addresses				
	6.3	Guarantor email addresses				

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Category of data collected/processed	Ref	Details of data collected/processed	Is it necessary?	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	Right to rent checks	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/birth certificate and other right to rent check documentation	Right to rent checks			
	7.3	Passport/driving licence details including expiry date, reference number and issuing authority	Right to rent checks			
Rent and utilities payment records	8.1	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
	8.2	Banks statements relating to rental receipts	Records of rent due and received			
	8.3	Records relating to collection of administration fees	Records of rent due and received			
	8.4	Records relating to collection of utility charges for properties without separate meter	Records of rent due and received			
	8.5	Records relating to collection of service charges	Records of rent due and received			
Issues with arrears and possession	9	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)	Enter reasons

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Category of data collected/processed	Ref	Details of data collected/processed	Is the data necessary for the purpose?	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 action taken	Property is safe and maintained	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 risk assessment	Of the property			
	10.3	Gas safety checks	Legal obligations			
Issues with breaches of tenancy agreement or complaints	11.1	Records relating to steps taken to address breaches with tenants/residents and others	Landlord covenants are to be taken	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	Address crime or anti-social behaviour			
	11.3	Records relating to complaints made by tenants/residents	Legal obligations			
Council tax and utilities	12.1	Correspondence with local authority regarding Council Tax	Third party is responsible for council tax and other charges	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	12.2	Correspondence with water company and other utilities providers	Consent of property and services			
	12.3	Meter readings				
Universal credit/housing benefit	13.1	Correspondence with Department for Work and Pensions (DWP) and/or other authorities	Determining entitlement	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
	13.2	Correspondence and payment	Agent on			

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Category of data collected/processed	Ref	Details of data collected/processed		Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
		schedules for any benefits paid direct	receives			
Termination of tenancy	14.1	Notices served	on behalf of tenancy session	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 prospective landlords				
	14.3	Correspondence with tenancy deposit scheme regarding release of deposit and/or any deposit disputes	ents in odation			
	14.4	Correspondence relating to any belongings left behind by tenants/residents	deposits tenancy obligations			
CCTV and Audio recordings	15.1	CCTV recordings	premises	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	anti-residents' cy			
General correspondence	16	All correspondence including letters, 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/processed	Is the data shared?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Websites	17	Information which is available in the public domain	Yes, of the public domain	Contractual obligation/consent/legitimate interests/legal obligations* (delete as applicable)	Enter relevant code(s) from list below	Enter reasons
Other	18			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	Other 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/resident's next of kin/close relatives in case of emergency
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 property
W	Prospective purchasers of property
X	Other landlords when reference requested
Y	Other – <i>give details</i>

Audited By:	
Signature:	
Date:	

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