ELLIOT OLIVER SALES & LETTINGS - Privacy Notice



Elliot Oliver Sales & Lettings is committed to protecting and processing your personal data in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (the legislation). For the purpose of the legislation and your personal data, Elliot Oliver Sales & Lettings, is the Data Controller, Justin Lawrence is the person responsible for data protection and can be contacted at 101 The Promenade, Cheltenham Glos GL50 1NW

The General Data Protection Regulations are to safeguard your personally identifiable information or personal data. This privacy notice will be regularly reviewed and updated.

Information held

The personal data we process may include the information in column A of the attached appendix and may also include other sensitive data concerning health, if relevant to your application. Where the provision of data is a statutory, a contractual requirement or a requirement necessary to enter into a contract, a refusal to provide the data may mean that we are unable to provide you with our service.

To ensure that we provide you with the best service possible we will need to collect and retain certain personal data. The data may be collected and processed by those listed in columns B and F. How we source the data is identified in column C. We may source data from 3rd parties or via third parties e.g. Credit referencing company.

Lawful basis of processing

Your personal data will be used for the activities in column D. There are 6 lawful basis of processing your data including consent, a legitimate interest, contract fulfilment, a legal obligation and a vital interest. For each usage of the data the lawful basis of the processing of your data will be identified in column E. A legitimate interest is when we have a business or commercial reason to process your personal data which needs to be balanced with your interests i.e. what is right and best for you.

Where we state that we have a legitimate interest, the fact that we have a legitimate interest and what that legitimate interest is, will be stated in column E, e.g. to keep in touch with you during the pre-tenancy process; to seek your consent when we need it to contact you; fulfilling our legal and contractual duties.

Online identifiers, IP addresses and cookie identifiers

Where you visit our website we may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to report aggregate information to our advertisers. This is statistical data about our users' browsing actions and patterns.

We may obtain information by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. However, if you select this setting you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site. You can find more information about cookies at <u>www.allaboutcookies.org</u>

This policy only applies to our site. If you leave our site via a link or otherwise, you will be subject to the privacy policy of that website provider. We have no control over that privacy policy or the terms of the website and you should check their privacy policy before continuing to access the site.

Recipients of personal data

It will be necessary for us to process or share all or some of your personal data with a range of individuals, businesses and organisations and these may include those listed in column F.

Where is the data stored?

Your personal data is stored in the way described in column G and the data is always stored within the European Union or outside of the European Union but with an organisation operating under the General Data Protection Regulations.

Retention period and criteria used to determine the retention period

We will retain some elements of your personal data for up to the time defined in column H after your guarantor responsibilities end. What information can be anonymized, will be, when no longer required for either contractual fulfilment or a legitimate interest. If the lawful basis for processing your data was consent then you may withdraw consent at any time.

Your rights

You have a right of access to check your personal data to verify the lawful basis of processing. We are obliged to respond to an access request within 30 days and may not charge a fee unless the request is unfounded, excessive or repetitive. If a fee is charged it is to be a reasonable fee based upon the administrative cost of providing the information.

You have a right to rectification if the data we hold is either inaccurate or incomplete. If your data has been disclosed to third parties then we must inform them of the rectification, where possible.

You have a right to erasure of your data when consent is our basis of processing (the right to be forgotten). You may request that your personal data be erased, for example, where there is no compelling reason for its continued processing or where you withdraw consent. We will comply with your request unless we have another basis of processing justifying our retaining the data (for example a legal requirement or the defence of a legal claim).

You have some rights to ask us to restrict processing i.e. to block or supress processing where, for example, the data may be incorrect and whilst the accuracy is verified. We are permitted to store the data.

Your right to object

You do have a right to object to further processing of your personal data. We may be required to stop processing unless there is some other legitimate basis of processing such as a legitimate interest or a requirement for the exercise or defence of a legal claim.

Withdrawal of consent

Where the lawful basis for processing is your consent, you may withdraw consent at any time by writing to, Justin Lawrence Elliot Oliver Sales & lettings at 101 The Promenade, Cheltenham Glos GL50 1NW or emailing georgy@elliotoliver.co.uk

How to lodge a complaint with the supervisory authority

The supervisory authority responsible for data protection is the Information Commissioners Office (ICO) to whom concerns may be reported by phone on **0303 123 1113 or** +44 1625 545 745 if calling from outside the UK, by email using the form on the website ico.org.uk or the livechat function. Appendix A

Data Analysis for GDPR							
A	В	С	D	E	F	G	н
Information held	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	Who will it be shared with	How stored	When will it be deleted
Landlord Enquirer		Face to face, email, tel,	To add to			back up / cloud /	After 2yrs of
Name	Staff	3rd party portal	database	Consent	Internal staff only	software	last contact
			for contact for matching & marketing	Consent	Internal staff only	back up / cloud / software	After 2yrs of last contact
			To create application process	Consent	Internal staff only	back up / cloud / software	After 2yrs of last contact
			To create a landlord record	Consent	Tenants, credit ref agency, local authorities, utility providers	back up / cloud / software	After 6yrs end of contract
			To create application process	Consent	Tenants, credit ref agency, local authorities, utility providers	back up / cloud / software	After 6yrs end of contract
			To create Tenancy Agreement	Contractua I Fulfilment	Tenants, credit ref agency, local authorities, utility providers	Paper / electronic / software	After 6yrs end of contract
			Too add to TOB and Service agreement	Contractua I Fulfilment	Tenants, credit ref agency, local authorities, utility providers	Paper / electronic / software	After 6yrs end of contract
Landlord Enquirer		Face to face, email, tel,	To add to			back up / cloud /	After 2yrs of
contact details	Staff	3rd party portal	database	Consent	Internal staff only	software	last contact
			for contact for matching & marketing	Consent	Internal staff only	back up / cloud / software	After 2yrs of last contact
			To create application process	Consent	Internal staff only	back up / cloud / software	After 6yrs end of contract

			To create a				
			landlord		Tenants, credit ref agency, local	back up / cloud /	After 6yrs end
			record	Consent	authorities, utility providers	software	of contract
			To create				
			application		Tenants, credit ref agency, local	back up / cloud /	After 6yrs end
			process	Consent	authorities, utility providers	software	of contract
			To create			Paper /	
			Tenancy	Contractua		electronic /	After 6yrs end
			Agreement	l Fulfilment		software	of contract
			Too add to				
			TOB and			Paper /	
			Service	Contractua	Tenants, credit ref agency, local	electronic /	After 6yrs end
			agreement	l Fulfilment	authorities, utility providers	software	of contract
						Paper /	
Landlord Name &		Service Agreement/ Face		Contractua		electronic /	After 6yrs end
Contact info	Staff	to Face / email / Tel		l Fulfilment	Internal staff only	software	of contract
						Paper /	
		Service Agreement/ Face	To add to	Contractua		electronic /	After 6yrs end
	Staff	to Face / email / Tel	database	l Fulfilment	Internal staff only	software	of contract
			To create			Paper /	
		Service Agreement/ Face	Tenancy	Contractua	Internal staff only, Tenants where	electronic /	After 6yrs end
	Staff	to Face / email / Tel	Agreement	l Fulfilment	rqd	software	of contract
			To create a			Paper /	
		Service Agreement/ Face	landlord	Contractua		electronic /	After 6yrs end
	Staff	to Face / email / Tel	record	l Fulfilment	Internal staff only	software	of contract
			To provide to			Paper /	
		Service Agreement/ Face	tenants if	Contractua		electronic /	After 6yrs end
	Staff	to Face / email / Tel	Intro only	l Fulfilment	Internal staff only, Tenants	software	of contract
						Paper /	
		Service Agreement/ Face	To provide to	Contractua		electronic /	After 6yrs end
	Staff	to Face / email / Tel	contractors	l Fulfilment	Internal staff, contractors	software	of contract
			To create a			Paper /	
Landlord Bank		Service Agreement/ Face	landlord	Contractua		electronic /	After 6yrs end
Details	Staff	to Face / email / Tel	ledger	l Fulfilment	Internal staff only	software	of contract
						Paper /	
			for anti		Internal staff only, authorities if	electronic /	After 6yrs end
Landlords ID	Staff	Face to face, email, paper	money	Legal work	required	software	of contract

			laundering, compliance				
Landlords Proof of			for anti money laundering,		Internal staff only, authorities if	Paper / electronic /	After 6yrs end
ownership	Staff	Face to face, email, paper	compliance	Legal work	required, credit ref agency	software	of contract
Landlard		Service Agreement/ Face	for anti money	Contractus	Internal staff only outboritios if	Paper /	After Gurs and
Landlord References	Staff	to Face / email / Tel / Credit Check agency	laundering, compliance	Contractua I Fulfilment	Internal staff only, authorities if required	electronic / software	After 6yrs end of contract

		In office, phone, email,	To use on	Contract	Landlord, staff, local authority &	Paper / electronic	6 years and of
T	Chaff	self-registration,					6 years end of
Tenant name	Staff	application form	contract	fulfilment	utilities, contractors,	/software	tncy
						Paper /	
			Add to	Contract		electronic	6 years end of
			software	fulfilment	Staff, landlord	/software	tncy
						Paper /	
				Contract		electronic	6 years end of
			Referencing	fulfilment	Ref agcy, Employer, landlord	/software	tncy
						Paper /	
			Contact	Contract		electronic	6 years end o
			purposes	fulfilment	Contractors, staff, landlord	/software	tncy
			To use on			Paper /	
			prescribed	Legal		electronic	6 years end of
			information	obligation	Deposit scheme, landlord	/software	tncy
			To offer extra			Paper /	
			services -			electronic	6 years end of
			insurance	Consent	3rd party companies	/software	tncy
						Paper /	
			If legal action			electronic	6 years end of
			is needed	Legal work	Solicitor, Court Services, Landlord	/software	tncy
		In office, phone, email,		-		Paper /	
Tenant contact		self-registration,	To use on	Contract	Landlord, staff, local authority &	electronic/softw	6 years end of
details	Staff	application form	contract	fulfilment	utilities, contractors,	are	tncy

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			Add to	ĺ			
			management	Contract	Staff, Contractors, Software		6 years end of
			software	fulfilment	provider	Software	tncy
						Paper /	,
				Contract	Staff Credit check Co., Employers,	electronic/softw	6 years end of
			Referencing	fulfilment	current landlord, referencing co.	are	tncy
			To be able to				
			contact				
			tenant e.g.			Paper /	
			property	Contract		electronic/softw	6 years end of
			management	fulfilment	Contractors, staff,	are	tncy
			To use in			Paper /	
			prescribed	Legal	Staff, Deposit scheme, relevant	electronic/softw	6 years end of
			information	obligation	person	are/DPS	tncy
						Paper /	,
			To offer extra			electronic /	6 years end of
			services	Consent	staff, 3rd party	software	tncy
			If Legal				
			action is				
			needed, for				
			example			Paper /	
			possession		Staff, Landlord, Solicitors, Court	electronic /	6 years end of
			claim	Legal Work	Services	software	tncy
			Notify	Ŭ		Paper /	,
			, utilities &	Contract	Council Tax & tenant sop, utility	electronic /	6 years end of
			council tax	fulfilment	company, landlord	software	tncy
		In office, phone, email,	Referencing			Paper /	,
Tenant Employer		self-registration,	&	Contract	Staff, Credit check Co., landlord,	electronic /	6 years end of
information	Staff	application form	assessment	fulfilment	referencing co.	software	tncy
Tenant's current		In office, phone, email,	Referencing			Paper /	
landlord		self-registration,	&	Contract	Staff, Credit check Co., landlord,	electronic /	6 years end of
information	Staff	application form	assessment	fulfilment	referencing co.	software	tncy
	1		Contact in		~~		
		In office, phone, email,	case of			Paper /	
Tenant Next of Kin		self-registration,	emergency	Legitimate		electronic /	6 years end of
details	Staff	application form	alternative	interest	Staff, Public bodies	software	tncy

			corresponde				
			nce address				
		In office, phone, email,	Setting up			Paper /	
Tenant bank		self-registration,	standing	Contract		electronic /	6 years end of
details	Staff	application form	orders	fulfilment	Staff, landlord	software	tncy
			To identify				
			permitted				
			occupiers to			_ /	
		In office, phone, email,	include on			Paper /	
Tenant's Children		self-registration,	tenancy	Contract		electronic /	6 years end of
details	Staff	application form	agreement	fulfilment	Staff, landlord	software	tncy
						Paper /	
Credit score	Credit Check		To assess	Contract		electronic /	6 years end of
results, history	Co./staff	Email, online, hardcopy	suitability	fulfilment	Staff, landlord, referencing co	software	tncy
						Paper /	
Other returned	Credit Check		To assess	Contract		electronic /	6 years end of
references	Co./staff	Email, online, hardcopy	suitability	fulfilment	Staff, landlord, referencing co	software	tncy
				Legal			
			To comply	obligation,		Paper /	
Tenant passport or		Photocopy /scan / face to	with right to	contract		electronic /	6 years end of
ID documents	Staff	face	rent checks	fulfilment	Staff, landlord, Home Office	software	tncy
			To use on				
Guarantor Name &		In office, over the phone,	contract &			Paper /	
Contact		email, self-registration,	Deed of	Contractua		electronic /	6 years after
Information	Staff	tenant application form	Guarantee	l Fulfilment	Landlord, staff, tenants	software	tenant leaves
		In office, over the phone,	Add to			Paper /	
		email, self-registration,	property	Contractua		electronic /	6 years after
	Staff	tenant application form	software	l Fulfilment	Landlord, staff, tenants,	software	tenant leaves
			In order for				
		In office, over the phone,	us to contact			Paper /	
		email, self-registration,	the	Contractua	Landlord, staff, tenants, local	electronic /	6 years after
	Staff	tenant application form	guarantor(S)	l Fulfilment	authority	software	tenant leaves
		In office, over the phone,				Paper /	
		email, self-registration,		Contractua		electronic /	6 years after
	Staff	tenant application form	Referencing	l Fulfilment	Landlord, staff, tenants,	software	tenant leaves

		In office, over the phone,	For use on			Paper /	
		email, self-registration,	prescribed	Contractua		electronic /	6 years after
	Staff	tenant application form	information	l Fulfilment	Landlord, staff, tenants, DPS	software	tenant leaves
		In office, over the phone,			Landlord, staff, tenants, local	Paper /	
		email, self-registration,	If legal action		authority, Solicitors or Debt	electronic /	6 years after
	Staff	tenant application form	is needed	Legal Work	Recovery agent	software	, tenant leaves
		In office, over the phone,			Landlord, staff, tenants, local	Paper /	
		email, self-registration,	To chase rent	Contract	authority, Solicitors or Debt	electronic /	6 years after
	Staff	tenant application form	arrears	fulfilment	Recovery agent	software	tenant leaves
						Paper /	
		In office, over the phone,	To offer extra			electronic /	6 years after
	Staff	email, self-registration	services	Consent	Contractors, Insurance, 3rd parties	software	tenant leaves
			To provide			Paper /	
		In office, over the phone,	details to	Contract		electronic /	6 years after
	Staff	email, self-registration,	contractor	fulfilment	Staff, tenants, contractors	software	tenant leaves
						Paper /	
		In office, over the phone,	To chase rent	Contract		electronic /	6 years after
	Staff	email, self-registration	arrears	fulfilment	Staff	software	tenant leaves
Guarantor Credit						Paper /	
score results,	Credit Check		To assess	Contract		electronic /	6 years after
history	Co./staff	Email or online, hardcopy	suitability	fulfilment	Staff, landlord, referencing co	software	tenant leaves
						Paper /	
Guarantor	Credit Check		To assess	Contract		electronic /	6 years after
references	Co./staff	Email, online, hardcopy	suitability	fulfilment	Staff, landlord, referencing co	software	tenant leaves
D		In office, phone, email,				Paper /	
Permitted	Chaff	self-registration,	to add to	Contract	Longloud staff towards	electronic /	6 years after
Occupier Name	Staff	application form	database	fulfilment	Landlord, staff, tenants	software	agreement
			to use on	Contract		Paper /	C
			Tenancy	Contract	the settle set of the second	electronic /	6 years after
			agreement	fulfilment	Landlord, staff, tenants	software	agreement
			to add to			Demon /	
De une itte d			property file	Constant		Paper /	C
Permitted	Chaff	Email Free to free many	for	Contract	Londland staff to sente	electronic /	6 years after
Occupier ID	Staff	Email, Face to face, paper	compliance	fulfilment	Landlord, staff, tenants	software	agreement

Power of Attorney						Paper /	
Name, Address &			to add to	Contract		electronic /	6 years after
Contact Info	Staff	Email, Face to face, paper	database	fulfilment	Landlord, staff, tenants	software	agreement
			to add to			Paper /	
Power of Attorney			landlord	Contract		electronic /	6 years after
, Document	Staff	Email, Face to face, paper	property file	fulfilment	Landlord, staff, tenants	software	agreement
			to check ID			Paper /	
Power of Attorney			on POA	Contract		electronic /	6 years after
, ID	Staff	Email, Face to face, paper	document	fulfilment	Landlord, staff, tenants	software	agreement
			To add to			back up / cloud /	
Applicant Name	Staff	Face to face, email, tel	database	Consent	Staff, landlords,	software	6yrs
			To be able to			back up / cloud /	
			contact app.	Consent	Staff, landlords	software	2yrs
			To give to			back up / cloud /	-1
			landlord	Consent	Staff, landlords	software	2yrs
			To create a				
			tenant	Contractua		back up / cloud /	
			record	l Fulfilment	Staff, landlords	software	2yrs
			To create		,		
			application	Contractua		back up / cloud /	
			process	l Fulfilment	Staff, landlords	software	2yrs
						Paper /	
						electronic /	
			To create			software /	
			Tenancy	Contractua		Credit ref	
			Agreement	l Fulfilment	Staff, landlords, ref agency	agency	6yrs aft tncy
						Paper /	
						electronic /	
			To carry out			software /	
			Right to Rent	Legal		Credit ref	
			checks	obligation	Staff, landlords, ref agency	agency	6yrs aft tncy
Applicant contact			To add to			back up / cloud /	
info	Staff	Face to face, email, tel	database	Consent	Staff, landlords	software	2yrs

			To be able to			back up / cloud /	
			contact app.	Consent	Staff, landlords	software	2yrs
			To give to or				
			discuss with			back up / cloud /	
			landlord	Consent	Staff, landlords	software	2yrs
			To send				
			marketing			back up / cloud /	
			details to	Consent	Staff, landlords	software	2yrs
			To create a				
			tenant			back up / cloud /	
			record	Consent	Staff, landlords	software	6yrs aft tncy
			To create				
			application			back up / cloud /	
			process	Consent	Staff, landlords	software	6yrs aft tncy
						Paper /	
			To create			electronic /	
			Tenancy	Contract		software/back	
			Agreement	fulfilment	Staff, landlords	up/ cloud	6yrs aft tncy
						Paper /	
			To carry out			electronic /	
			Right to Rent	Legal		software/back	
			checks	obligation	Staff, landlords, ref agcy	up/ cloud	6yrs aft tncy
						Paper /	
						electronic /	
				Contract		software/back	
			Referencing	fulfilment	Staff, landlords, ref agcy	up/ cloud	6yrs aft tncy
						Paper /	
						electronic /	
			Referees	Contract		software/back	
			privacy	fulfilment	Staff, landlords, ref agcy	up/ cloud	6yrs aft tncy
						Paper /	6 Yrs after
			To add to			electronic /	agreement
Contractor Name	Staff	Face to face, email, tel	database	Consent	Staff, landlords, tenants, 3rd party	software	concluded
			To be able to			Paper /	6 Yrs after
			contact			electronic /	agreement
			contactor	Consent	Staff, landlords, tenants, 3rd party	software	concluded

			To give			Paper /	6 Yrs after
			details to	Contract		electronic /	agreement
			tenant	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
Contractor contact			To add to	Contract		electronic /	agreement
details	Staff	Face to face, email, tel	database	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
			To contact	Contract		electronic /	agreement
			contractor	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
			To send	Contract		electronic /	agreement
			worksheets	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
			To process	Contract		electronic /	agreement
			payments	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
			To create	Contract		electronic /	agreement
			contract	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
			To give			Paper /	6 Yrs after
			details to	Contract		electronic /	agreement
			tenant	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
			To give			Paper /	6 Yrs after
			details to	Contract		electronic /	agreement
			Landlord	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
				Contract		electronic /	agreement
			Referencing	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
						Paper /	6 Yrs after
			Referees	Contract		electronic /	agreement
			privacy	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
			To provide to			Paper /	6 Yrs after
Contractors			Landlord or	Contract		electronic /	agreement
nsurance Cover	Staff	Face to face, email, tel	Tenant	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded
			To provide to			Paper /	6 Yrs after
Contractors Safety		Face to face, email, tel,	Landlord or	Contract		electronic /	agreement
Registration	Staff	application form	Tenant	fulfilment	Staff, landlords, tenants, 3rd party	software	concluded

						Paper /	6 Yrs after
Leasehold Name &	Staff/Property	Face to face, email, tel,	To add to			electronic /	agreement
Contact Info	Owner	application form	database	Consent	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To be able to			Paper /	6 Yrs after
			contact	Contract		electronic /	agreement
			Leaseholder	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded
						Paper /	6 Yrs after
			To send	Contract		electronic /	agreement
			worksheets	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded
					Paper /	6 Yrs after	
			To process	Contract		electronic /	agreement
			payments	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give			Paper /	6 Yrs after
			details to	Contract		electronic /	agreement
			tenant	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give				
			details to			Paper /	6 Yrs after
			Landlord/Pro	Contract	Ctaff landlanda tananta 2nd nantu	electronic /	agreement
			perty Owners	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded 6 Yrs after
			To give details to	Contract		Paper / electronic /	
			insurers	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	agreement concluded
			To give	Turminent		Paper /	6 Yrs after
			details to	Contract		electronic /	agreement
			contractors	fulfilment	Staff, landlords, tenants, 3rd party	software / cloud	concluded
				Turriert			contraded
						Paper /	6 Yrs after
	Staff/Vendor/	Face to face, email, tel,	To add to			electronic /	agreement
Solicitors	Purchasers	application form	database	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To be able to			Paper /	6 Yrs after
			contact			electronic /	agreement
			solicitors	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded

			To process			Paper / electronic /	6 Yrs after agreement
			payments	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give	Ŭ		· ·	
			details to			Paper /	6 Yrs after
			Vendors/Purc			electronic /	agreement
			hasers	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give				
			details to			Paper /	6 Yrs after
			Landlord/Pro			electronic /	agreement
			perty Owners	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give			Paper /	6 Yrs after
			details to			electronic /	agreement
			insurers	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
			To give			Paper /	6 Yrs after
			details to			electronic /	agreement
			contractors	Legal Work	Staff, landlords, tenants, 3rd party	software / cloud	concluded
Applicant Name	Management,					Paper,	1 Yrs after
for employment	HR	Email/paper	CV Retention	Consent	Management/HR	Electronic	application
	Recruitment		Application			Paper,	1 Yrs after
	Agency	Email / Electronic	process	Consent	Management/HR	Electronic	application
							6 Yrs after
	Management,	Face to face, email, tel,	To add to	Contract		Paper,	employment
Employee Name	HR	application form	contract	fulfilment	Management/HR	Electronic	ceases
							6 Yrs after
	Management,	Face to face, email, tel,	To make	Contract		Paper,	employment
Bank Details	HR	application form	payments	fulfilment	Management/HR	Electronic	ceases
							6 Yrs after
Performance	Management,		To monitor	Contract		Paper,	employment
records	HR	Face to face, email, tel,	progress	fulfilment	Management/HR	Electronic	ceases
							6 Yrs after
Employee Contact	Management,	Face to face, email, tel,	To contact	Contract		Paper,	employment
Info	HR	application form	employee	fulfilment	Management/HR	Electronic	ceases
	1					İ.	6 Yrs after
Employee Next of	Management,	Face to face, email, tel,	To contact in	Legitimate		Paper,	employment
Kin	HR	application form	the event of	Interest	Management/HR	Electronic	ceases

		an			ł
		emergency			
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3rd party portals include Rightmove, Zoopla, Elliot Oliver Website, Rooms to Rent, Prime Location, Property Software Group, Facebook any portals you have completed an application that maybe shared with us.