

# stuarts residential

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Contractor				
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
Name, Address, Telephone Number & E-mail Address	Employees at Stuarts Residential Ltd	Contractor Agreement	To be able to pass to the Tenant	Contract Fulfilment	Employees at Stuarts Residential Ltd, Tenant	Paper/Electronic	7 Years after the termination of the tenancy agreement
			To be able to pass to the Guarantor	Contract Fulfilment	Employees at Stuarts Residential Ltd, Guarantor	Paper/Electronic	7 Years after the termination of the tenancy agreement
			To be able to pass to the Landlord	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy agreement
			To be able to contact the Contractor	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord, Tenant, Guarantor, Next of Kin, Local Authority, Utility Companies, Contractors, Insurer Of The Rental Property, Mortgage Company Of The Rental Property, Block Management Agent (Leasehold Only), Professional Advisor(s) to Stuarts Residential Ltd, Police/Law Enforcement Agencies	Paper/Electronic	7 Years after the termination of the tenancy agreement
			To be able to send Works Orders	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper/Electronic	7 Years after the termination of the tenancy agreement
			To be able to create a contract between the Contractor & Landlord	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy agreement
			Add to Property Management Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Software Provider	Electronic	7 Years after the termination of the contractors agreement
			Add to Cloud Storage Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Cloud Storage Provider	Electronic	7 Years after the termination of the contractors agreement
			Add to paper file	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper	7 Years after the termination of the contractors agreement
			If legal action is needed	Legal Requirement	Employees at Stuarts Residential Ltd, Legal Services Providers, County Court, Solicitor, Local Authority, Debt Collection Agencies, Police/Law Enforcement Agencies	Paper/Electronic	7 Years after the termination of the contractors agreement
Bank Account Details	Employees at Stuarts Residential Ltd	Contractor Agreement	To process payments	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the contractors agreement
Insurance Documentation	Employees at Stuarts Residential Ltd	Photocopy of original	To ensure adequate insurance cover in place	Legal Obligation, Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord, Tenant, Guarantor	Paper/Electronic	7 Years after the termination of the contractors agreement