

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Guarantor				
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	In office, over the phone, e-mail, self-registration, from the Guarantor	To use on tenancy related paperwork	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord, Tenant, Next of Kin, Local Authority, Department of Work & Pensions, 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
			Add to Property Management Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Software Provider	Electronic	7 Years after the termination of the tenancy
			Add to Cloud Storage Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Cloud Storage Provider	Electronic	7 Years after the termination of the tenancy
			Add to paper file	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper	7 Years after the termination of the tenancy
			Referencing	Contract Fulfilment	Employees at Stuarts Residential Ltd, Credit Check Company	Paper/Electronic	7 Years after the termination of the tenancy
			To be able to contact the Guarantor	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord, Tenant, Next of Kin, Local Authority, Department of Work & Pensions, 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
			To use on prescribed information	Legal Obligation	Employees at Stuarts Residential Ltd, Landlord, Tenant, Deposit Scheme	Paper/Electronic	7 Years after the termination of the tenancy
			If legal action is needed	Legal Obligation	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 tenancy
			Notify utilities & Council Tax	Contract Fulfilment	Employees at Stuarts Residential Ltd, Local Authority, Utility Providers, Debt Collection Agencies	Paper/Electronic	7 Years after the termination of the tenancy
Current Employer Information	Employees at Stuarts Residential Ltd	Tenant Application Form	Referencing & assessment	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Previous Employer Information	Employees at Stuarts Residential Ltd	Tenant Application Form	Referencing & assessment	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Current Landlord Information	Employees at Stuarts Residential Ltd	Tenant Application Form	Referencing & assessment	Contract fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Previous Landlord Information	Employees at Stuarts Residential Ltd	Tenant Application Form	Referencing & assessment	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Property Ownership Information	Employees at Stuarts Residential Ltd	Tenant Application Form	Referencing & assessment	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Bank Statements	Employees at Stuarts Residential Ltd	Photocopy of original	To assess suitability	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Payslips	Employees at Stuarts Residential Ltd	Photocopy of original	To assess suitability	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Credit Score Results/History	Credit Check Company, Employees at Stuarts Residential Ltd	Online	To assess suitability	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Other Returned References	Employees at Stuarts Residential Ltd	E-mail, online or hard copy	To assess suitability	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Passport or ID Documents	Employees at Stuarts Residential Ltd	Photocopy of original	To verify identification	Contact Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy
Next of Kin Details	Employees at Stuarts Residential Ltd	Tenant Application Form	Contact in case of emergency & alternative correspondence address	Legitimate Interest - in case of an emergency	Employees at Stuarts Residential Ltd, Landlord, Tenant, Next of Kin, Local Authority, Department of Work & Pensions, 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