

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Landlord				
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, Property Address, Correspondence Address, Telephone Number & E-mail Address	Employees at Stuarts Residential Ltd	In office, over the phone, e-mail, self-registration, from the Landlord	To use on tenancy related paperwork	Contract Fulfilment	Stuarts Residential Ltd, Tenant, Guarantor, 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 tenancy agreement
			Add to Property Management Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Software Provider	Electronic	7 Years after the termination of tenancy agreement
			Add to Cloud Storage Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Cloud Storage Provider	Electronic	7 Years after the termination of tenancy agreement
			Add to paper file	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper	7 Years after the termination of tenancy agreement
			To be able to contact the Landlord	Contract Fulfilment	Stuarts Residential Ltd, Tenant, Guarantor, 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 tenancy agreement
			To use on prescribed information	Legal Requirement	Employees at Stuarts Residential Ltd, Landlord, Tenant, Deposit Scheme, Relevant Person	Paper/Electronic	7 Years after the termination of tenancy 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 tenancy agreement
			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 tenancy agreement
Property Address	Employees at Stuarts Residential Ltd	Property Information Form	Add to Property Portals	Contract Fulfilment	Employees at Stuarts Residential Ltd, Property Portals	Paper/Electronic	7 Years after the termination of tenancy agreement
Property Ownership Information	Employees at Stuarts Residential Ltd	Property Information Form	To prove ownership	Legal Obligation, Contract Fulfilment	Employees at Stuarts Residential Ltd, Tenant	Paper/Electronic	7 Years after the termination of tenancy agreement
Other Property Information	Employees at Stuarts Residential Ltd	Property Information Form	To find a suitable Tenant	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper/Electronic	7 Years after the termination of tenancy agreement
Bank Account Details	Employees at Stuarts Residential Ltd	Property Information Form	To set up a rent payment form	Contract Fulfilment	Employees at Stuarts Residential Ltd, Tenant	Paper/Electronic	7 Years after the termination of tenancy agreement