

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Next of Kin				
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	Tenant Application Form	To able to contact the Next of Kin	Legitimate Interest - in case of an emergency	Employees at Stuarts Residential Ltd, Landlord, 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 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
			To use on prescribed information	Legal Requirement	Employees at Stuarts Residential Ltd, Landlord, Guarantor, Deposit Scheme, Relevant Person	Paper/Electronic	7 Years after the termination of the tenancy
			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 tenancy
Passport or ID Documents	Employees at Stuarts Residential Ltd	Photocopy of original	To verify identification	Contract Fulfilment	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	7 Years after the termination of the tenancy