

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Property Leaseholder				
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 Leaseholder	To use on block related paperwork	Contract Fulfilment	Employees at Stuarts Residential Ltd, Management Company, Local Authority, Contractors, Insurer Of The Building, Professional Advisor(s) to Stuarts Residential Ltd, Police/Law Enforcement Agencies	Paper/Electronic	7 Years after the termination of ownership of the property leasehold
			Add to Property Management Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Software Provider	Electronic	7 Years after the termination of ownership of the property leasehold
			Add to Cloud Storage Software	Contract Fulfilment	Employees at Stuarts Residential Ltd, Cloud Storage Provider	Electronic	7 Years after the termination of ownership of the property leasehold
			Add to paper file	Contract Fulfilment	Employees at Stuarts Residential Ltd	Paper	7 Years after the termination of ownership of the property leasehold
			To be able to contact the Leaseholder	Contract Fulfilment	Employees at Stuarts Residential Ltd, Management Company, Local Authority, Contractors, Insurer Of The Building, Professional Advisor(s) to Stuarts Residential Ltd, Police/Law Enforcement Agencies	Paper/Electronic	7 Years after the termination of ownership of the property leasehold
			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 ownership of the property leasehold