

Data controller: Stuart Nash - Stuarts Residential Ltd			Data Subject: Tenant - Viewing & E-mail Enquiry				
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, Telephone Number & E-mail Address	Employees at Stuarts Residential Ltd	In office, over the phone, e-mail, self-registration, from the Tenant	To arrange a viewing	Legitimate Interest - to keep in touch and for Employee and Landlord security	Employees at Stuarts Residential Ltd, Landlord	Paper/Electronic	12 Months after the viewing if no tenancy is entered in to
Name, Telephone Number & E-mail Address	Employees at Stuarts Residential Ltd	E-mail via website or property portal	To arrange a viewing or obtain more details of a property	Legitimate Interest - to keep in touch and for Employee and Landlord security	Employees at Stuarts Residential Ltd	Paper/Electronic	No more than 1 month after the initial enquiry if no tenancy is entered in to