

| Data controller: Stuart Nash - Stuarts Residential Ltd |  |   | Data Subject: Tenant  |   |   |                   |                                      |
|--|--|---|---|---|---|-------------------|--------------------------------------|
| 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 Tenant | To use on tenancy related paperwork                                     | Contract Fulfilment                           | 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 end of the tenancy |
|  |  |   | Add to Property Management Software                                     | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Software Provider   | Electronic        | 7 Years after the end of the tenancy |
|  |  |   | Add to Cloud Storage Software   | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Cloud Storage Provider  | Electronic        | 7 Years after the end of the tenancy |
|  |  |   | Add to paper file   | Contract Fulfilment                           | Employees at Stuarts Residential Ltd  | Paper             | 7 Years after the end of the tenancy |
|  |  |   | Referencing   | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Credit Check Company  | Paper/Electronic  | 7 Years after the end of the tenancy |
|  |  |   | To be able to contact the Tenant  | Contract Fulfilment                           | 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 end 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 end 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 end 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 end 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 end 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 end of the tenancy |
| Current Landlord Information                           | Employees at Stuarts Residential Ltd                       | Tenant Application Form   | Referencing & assessment  | Contract fulfillment                          | Employees at Stuarts Residential Ltd, Landlord  | Paper/Electronic  | 7 Years after the end 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 end 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 end of the tenancy |
| Children Details                                       | Employees at Stuarts Residential Ltd                       | Tenant Application Form   | To identify permitted occupiers to include on tenancy related paperwork | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Landlord  | Paper/Electronic  | 7 Years after the end of the tenancy |
| Bank Account Details                                   | Employees at Stuarts Residential Ltd                       | Tenant Application Form   | To set up rent payment form   | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Landlord  | Paper/Electronic  | 7 Years after the end 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 end 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 end 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 end 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 end of the tenancy |
| Legionella Risk Assessment Questionnaire               | Employees at Stuarts Residential Ltd                       | Tenant Application Form   | To assess suitability   | Legal Obligation, Contract Fulfilment         | Employees at Stuarts Residential Ltd, Landlord  | Paper/Electronic  | 7 Years after the end of the tenancy |
| Pets   | Employees at Stuarts Residential Ltd                       | Tenant Application Form   | To assess suitability   | Contract Fulfilment                           | Employees at Stuarts Residential Ltd, Landlord  | Paper/Electronic  | 7 Years after the end of the tenancy |
| Passport or ID Documents                               | Employees at Stuarts Residential Ltd                       | Photocopy of original   | To comply with right to rent checks                                     | Legal Obligation, Contract Fulfilment         | Employees at Stuarts Residential Ltd, Landlord, Home Office   | Paper/Electronic  | 7 Years after the end 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, 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 end of the tenancy |