

# **Privacy Policy**

#### Introduction

This policy explains what data is collected from you and how Town & Country will use that data. It describes the legal basis under which Town & Country will hold that data, who they may share it with and how long they will hold it. It also describes your rights to make requests to Town & Country with respect to that data under the "General Data Protection Regulations" (GDPR).

#### Personal details we hold

The GDPR regulations state that we are allowed to use your personal data only if the reason meets one of the following conditions:

- Consent: You have given clear consent for us to hold your data and use it for a specific purpose
- Contract: It is necessary for us to hold and use your data for the purpose of fulfilling a contract with you, or because you have asked us to take specific steps in preparation to entering into a contract.
- **Legal Obligation:** It is necessary for us to hold and use your data in order to comply with the law.
- Vital interests: It is necessary for us to hold and use your data in order to protect someone's life.
- Legitimate interests: It is necessary for us to hold and use your data in order to fulfil our legitimate business interests or those of a third party.

Phone: 01366 321048 Phone: 01945 871336 Email: info@tclets.co.uk www.tclets.co.uk

Co No. 08817005

Empire Building Trafalgar Ind. Est. Downham Market PE38 9SW

Town & Country Letting Agents Ltd





# Town & Country Letting Agents

**Prospective Tenants/Landlords**: We will hold that contact data which you provide to us (including addresses, phone numbers, email addresses, demographic details of your family unit, emails and recordings of phone calls). We will only contact you in respect to your request for service. Justification for holding data – Legitimate interests.

**Applying Tenants**: We will ask for your personal data and financial data (including addresses, phone numbers, email addresses, demographic details of your family unit, emails, recordings of phone calls, ID, bank statements, credit check, references from employment & previous landlords) for the purpose of re-approving you and offering you a tenancy agreement.

Justification for holding data – Contract; Legal Obligation; Legitimate interests.

**Tenants**: We will hold your personal data and financial data (including addresses, phone numbers, email addresses, demographic details of your family unit, emails, recording of phone calls, ID, bank statements, credit check, references from employment & previous landlords) for the purposes of performing our and the landlords obligations under the tenancy agreement. Justification for holding data – Contract; Legal Obligation; Legitimate interests.

**Landlords**: We will hold your personal and financial data (including addresses, phone numbers, email addresses, emails and recording of phone calls, bank details, rent statements) for the purposes of performing our obligations to you under your "Agreement to Let".

Justification for holding data – Contract; Legal Obligation; Legitimate interests.

**Contractors**: We will hold your personal data (including addresses, phone numbers, email addresses, emails and recording of phone calls, bank details, insurance details, and details of your professional qualifications)

Justification for holding data – Contract; Legitimate interests.

Town & Country Letting Agents Ltd

For further details please refer to our Annex 1 of this document.

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**Empire Building** 







### Length of time information will be held

In order to comply with the General Data Protection Regulations your details will only be kept for the shortest time required. This will vary according to the category and is described in Annex 1 of this document

#### How to access your personal data

If you wish to see full details of the information we hold in connection with you, you will need to make an access request under the General Data Protection Regulations. To make such a request you should email us at info@tclets.co.uk

### **Keeping your details secure**

We take all reasonable steps to keep your data secure including minimisation of data held electronically, appropriate access controls, firewalls and encryption.

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## **Sharing Personal information**

We will not share your data for marketing purposes. We will share your data as required by law and as necessary to service a contract we have with you or to perform the normal functions of our business necessary to provide the services we are providing to you.

- Tenant data Your data will be shared with your landlord, with credit checking agencies as required for us to reference you, our contractors as required for them to arrange necessary maintenance, with government agencies as required by law, utility companies in order for them to contact you.
- Landlord data Your data will be shared our contractors as required for them to arrange necessary maintenance, with government agencies as required by law, utility companies in order for them to contact you.
- Contractor data Your data will be shared with our tenants and landlords as required to facilitate the contracted works, and with government agencies as required by law.

#### Your Rights concerning your data

Under GDPR you have the following rights concerning your data:

- Right to access the data (Subject to an Access Request).
- Right for the rectification of errors.
- Right to erasure of personal data (please note, this is not an absolute right and conditions apply).
- Right to restrict or object to what data of yours we have or what we do with it.

Town & Country Letting Agents Ltd

The right to portability.

For further details of your rights including the right to complain to the ICO please refer to the Information Commissioner's Office (ICO) website: https://ico.org.uk/

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Whose data	Type data	Source	Legal basis	Where stored	Time kept
Prospective Tenants	Name	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective renames	rume	rospective tenune	Legitimate interests	Electronic and hard copy	5 months arter last contact
Prospective tenant	Present address	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Residential Status	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	How many dependants	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Dependants Name	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Gender	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
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Prospective tenant	Email Address	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Lilian Address	Prospective tenant	Legitimate interests	Liectronic and hard copy	3 months after last contact
Prospective tenant	Phone Numbers	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Marital Status	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Salary	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Recordings of Phone calls	Prospective tenant	Legitimate Interests	Electronic	3 months after last contact
Prospective tenant	Emails	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
				.,	
Prospective tenant	Letters	Prospective tenant	Legitimate Interests	Electronic and hard copy	3 months after last contact
Prospective tenant	Letters	Prospective tenant	Legitimate interests	Liectronic and hard copy	3 months after last contact
Prospective Landlord	Name	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	Present address	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	Residential Status	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	How many dependants	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	Adresses of rental houses	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	Gender	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
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Drocpostive Landle ad	Email Address	Drocnoctive Lendler	Logitimate Interests	Electronic and hand are	13 months often last and
Prospective Landlord	Email Address	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Prospective Landlord	Phone Numbers	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact

Whose data	Type data	Source	Legal basis	Where stored	Time kept
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Prospective Landlord	Marital Status	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
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Prospective Landlord	Recordings of Phone calls	Prospective Landlord	Legitimate Interests	Electronic	12 months after last contact
Prospective Landlord	Emails	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
				<u> </u>	40 11 6 1 1 1
Prospective Landlord	Letters	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact Statute of limitations
					(currently 7 years) after
Applying Tenants	Name	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
reprint renants	Nume	Applying renant	Legitimate interests.	Electronic and hard copy	Statute of limitations
			Contract, Legal Obligation,		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	Previous names	Applying Tenant	Legitimate Interests.	Electronic and hard copy	being declined
					Statute of limitations (currently 7 years) after
			Contract, Legal Obligation,		end of tenancy or tenancy
Applying Tenants	DOB	Applying Tenant	Legitimate Interests.	Electronic and hard copy	being declined
					Statute of limitations (currently 7 years) after
			Contract, Legitimate		end of tenancy or tenancy
Applying Tenants	Present address	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Topants	Residential Status	Applying Topant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard conv	end of tenancy or tenancy being declined
Applying Tenants	Residential Status	Applying Tenant	Legitimate interests.	Electronic and hard copy	Statute of limitations
			Contract Logitimete		(currently 7 years) after
Applying Tenants	Previous addresses	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	Landlord details	Applying Tenant	Interests.	Electronic and hard copy	being declined
					Statute of limitations (currently 7 years) after
			Contract, Legal Obligation,		end of tenancy or tenancy
Applying Tenants	Nationality	Applying Tenant	Legitimate Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Tenants	NI number	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying renants	Williamber	Applying renant	interests.	Liectronic and hard copy	Statute of limitations
			Contract Logitimate		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	How many dependants	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	being declined
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	Dependants Name	Applying Tenant	Interests.	Electronic and hard copy	being declined
					Statute of limitations (currently 7 years) after
			Contract, Legitimate		end of tenancy or tenancy
Applying Tenants	Dependant's DOB	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Tenants	ID documents	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying Tellatics	ID GOCGINETICS	LANGUE ICHAIL	Legitimate interests.	Licetionic and natu copy	Statute of limitations
			Contract Logitimate		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	Proof of address (utiltiy bill)	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	being declined
	1			.,	Statute of limitations
			Contract, Legitimate		(currently 7 years) after end of tenancy or tenancy
Applying Tenants	Bank Statements	Applying Tenant	Interests.	Electronic and hard copy	being declined
					Statute of limitations (currently 7 years) after
			Contract, Legitimate		end of tenancy or tenancy
Applying Tenants	Credit card statements	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toponts	Mortgago statements	Applying Topont	Contract, Legitimate	Electronic and hard some	end of tenancy or tenancy
Applying Tenants	Mortgage statements	Applying Tenant	Interests.	Electronic and hard copy	being declined

Whose data	Type data	Source	Legal basis	Where stored	Time kept
					Statute of limitations
			Contract Logitimate		(currently 7 years) after
Applying Tenants	Payslips	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
FF 7 0	.,.,.			,	Statute of limitations
			Contract Logitimete		(currently 7 years) after
Applying Tenants	Self employeed accounts	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
, pp./8 . e					Statute of limitations
			Contract Logitimete		(currently 7 years) after
Applying Tenants	Employers detasils	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
rippiying renants		ripprying renanc	Interests:	Licetionic and nata copy	Statute of limitations
			Contract Logiticants		(currently 7 years) after
Applying Tenants	Employers reference	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
ripprying renance	2ployels reference	ripprying renanc	Interests:	Licetionic and nata copy	Statute of limitations
					(currently 7 years) after
Applying Tenants	Landlords reference	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying renants	Landiords reference	Applying renant	interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
Applying Tenants	Gender	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying renants	Gender	Applying renant	interests.	Liectionic and hard copy	Statute of limitations
					(currently 7 years) after
Applying Tenants	Loan details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying renants	Loan details	Applying renant	interests.	Liectronic and hard copy	Statute of limitations
					(currently 7 years) after
Applying Toponts	email addresses	Applying Topant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
Applying Tenants	erriali addresses	Applying Tenant	interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
Annh ing Tananta	Dhana numhara	Analysing Topont	Contract, Legitimate	Floatuonic and hand conv	end of tenancy or tenancy
Applying Tenants	Phone numbers	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toponto	Nous proportis dotaile	Analysing Topont	Contract, Legitimate	Floatuonic and hand conv	end of tenancy or tenancy
Applying Tenants	New property details	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
A multi-dura Tananda	Conditable advanced	A b do - T b	Contract, Legitimate	Flooting is an allowed as an	end of tenancy or tenancy
Applying Tenants	Credit check reports	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Annh ing Tananta	Marital Status	Analysing Topont	Contract, Legal Obligation,	Floatuonic and hand conv	end of tenancy or tenancy
Applying Tenants	Marital Status	Applying Tenant	Legitimate Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toponts	Calany	Applying Topant	Contract, Legitimate Interests.	Electronic and hard conv	end of tenancy or tenancy
Applying Tenants	Salary	Applying Tenant	interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toponts	Accountant datails	Applying Topant	Contract, Legitimate	Electronic and hard conv	end of tenancy or tenancy
Applying Tenants	Accountant details	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toponto	Tay datails	Applying Topont	Contract, Legitimate	Electronic and hard same	end of tenancy or tenancy being declined
Applying Tenants	Tax details	Applying Tenant	Interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
Applying Toponts	Ronofite dotaile	Applying Topont	Contract, Legitimate	Electronic and hard con:	end of tenancy or tenancy
Applying Tenants	Benefits details	Applying Tenant	Interests.	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Tenants	Bank details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	end of tenancy or tenancy being declined
APPIANTE LENGING	Dank details	rippiying renailt	meresis.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
Annlying Tenants	Recordings of Phone calls	Annlying Tenant	Legitimate Interests	Electronic	end of tenancy or tenancy being declined
Applying Tenants	necordings of Priorie Calls	Applying Tenant	Legitimate interests	LICCHOING	Statute of limitations
					(currently 7 years) after
Applying Toponto	Emails	Applying Topont	Logitimato Interests	Electronic and band see:	end of tenancy or tenancy
Applying Tenants	Emails	Applying Tenant	Legitimate Interests	Electronic and hard copy	being declined Statute of limitations
					(currently 7 years) after
Applying Toward	Letters	Applying Toward	Lagitimata latara	Electronic	end of tenancy or tenancy
Applying Tenants	Letters	Applying Tenant	Legitimate Interests	Electronic and hard copy	being declined
					Statute of limitations
L .			Contract, Legal Obligation,	<u></u>	(currently 7 years) after
Tenants	Name	Tenants	Legitimate Interests.	Electronic and hard copy	end of tenancy

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Tenants	Previous names	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	DOB	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Present address	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Residential Status	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Previous addresses	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Landlord details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Nationality	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	NI number	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	How many dependants	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Dependants Name	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Dependant's DOB	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	ID documents	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Proof of address (utiltiy bill)	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Bank Statements	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Credit card statements	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Mortgage statements	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Payslips	Tenants	Contract, Legitimate	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Self employeed accounts	Tenants	Contract, Legitimate	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
			Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants	Employers detasils	Tenants	Contract, Legitimate	Electronic and hard copy	Statute of limitations (currently 7 years) after
Tenants Tenants	Employers reference  Landlords reference	Tenants  Tenants	Contract, Legitimate Interests.	Electronic and hard copy  Electronic and hard copy	end of tenancy  Statute of limitations (currently 7 years) after end of tenancy
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Whose data	Type data	Source	Legal basis	Where stored	Time kept
					Statute of limitations
Tenants	Gender	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
renants	Gender	Terrants	interests.	Electronic and hard copy	Statute of limitations
			Contract, Legitimate		(currently 7 years) after
Tenants	Loan details	Tenants	Interests.	Electronic and hard copy	end of tenancy
			Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants	email addresses	Tenants	Interests.	Electronic and hard copy	end of tenancy
					Statute of limitations
Tenants	Phone numbers	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
				,	Statute of limitations
			Contract, Legitimate		(currently 7 years) after
Tenants	New property details	Tenants	Interests.	Electronic and hard copy	end of tenancy
			Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants	Credit check reports	Tenants	Interests.	Electronic and hard copy	end of tenancy
					Statute of limitations
Tenants	Marital Status	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
					Statute of limitations
T	Calami	Tananta	Contract, Legitimate	Slackwards and band and	(currently 7 years) after
Tenants	Salary	Tenants	Interests.	Electronic and hard copy	end of tenancy
			Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants	Accountant details	Tenants	Interests.	Electronic and hard copy	end of tenancy
			Contract Logitimate		Statute of limitations
Tenants	Tax details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
					Statute of limitations
Tenants	Benefits details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
				,	Statute of limitations
			Contract, Legitimate		(currently 7 years) after
Tenants	Bank details	Tenants	Interests.	Electronic and hard copy	end of tenancy
			Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants	New Utility details	Tenants	Interests.	Electronic and hard copy	end of tenancy
					Statute of limitations
Tenants	New employer details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
					Statute of limitations
Tenants	Change of status details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
				cura and nata copy	Statute of limitations
					(currently 7 years) after
Tenants	Recordings of Phone calls	Tenants	Legitimate Interests	Electronic	end of tenancy
					Statute of limitations (currently 7 years) after
Tenants	Emails	Tenants	Legitimate Interests	Electronic and hard copy	end of tenancy
					Statute of limitations
Tenants	Letters	Tenants	Legitimate Interests	Electronic and hard copy	(currently 7 years) after end of tenancy
					Statute of limitations
Tenants	Inspection reports	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	(currently 7 years) after end of tenancy
				cura and nata copy	Statute of limitations
	rent payment		Contract, Legitimate		(currently 7 years) after
Tenants	information/account	Tenants	Interests.	Electronic and hard copy	end of tenancy
	Information about breaches		Contract, Legitimate		Statute of limitations (currently 7 years) after
Tenants		Tenants	Interests.	Electronic and hard copy	end of tenancy

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Wilose data	Type data	Source	Legal basis	Where stored	Statute of limitations
					(currently 7 years) after
			Contract, Legal Obligation,		end of management
Landlords	Name	Landlord	Legitimate Interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Previous Names	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
					(currently 7 years) after
Landlords	DOB	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	end of management
Lanulorus	ВОВ	Landiord	interests.	Liectronic and nard copy	Statute of limitations
					(currently 7 years) after
			Contract, Legal Obligation,		end of management
Landlords	Present address	Landlord	Legitimate Interests.	Electronic and hard copy	Contract Statute of limitations
					(currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Residential status	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
			Contract Logitimate		(currently 7 years) after end of management
Landlords	Previous addresses	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	contract
Landiorus	Trevious addresses	Landiord	miterests.	Licetronic and nard copy	Statute of limitations
					(currently 7 years) after
	Addresses of rental		Contract, Legal Obligation,		end of management
Landlords	prooperties	Landlord	Legitimate Interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
			Contract, Legal Obligation,		end of management
Landlords	Nationality	Landlord	Legitimate Interests.	Electronic and hard copy	contract
					Statute of limitations
			Contract, Legal Obligation,		(currently 7 years) after end of management
Landlords	Country of domicile	Landlord	Legitimate Interests.	Electronic and hard copy	contract
Editaro ao	Godinary or dominant	Landiora	zegramate meerestsi	Electronic and nara copy	Statute of limitations
					(currently 7 years) after
			Contract, Legitimate		end of management
Landlords	NI number	Landlord	Interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
			Contract, Legal Obligation,		end of management
Landlords	ID data	Landlord	Legitimate Interests.	Electronic and hard copy	contract
					Statute of limitations (currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Proof of residential address	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
					(currently 7 years) after
Landlords	Mortage Information	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	end of management contract
Lanulorus	Wortage information	Landiord	interests.	Liectronic and nard copy	Statute of limitations
					(currently 7 years) after
	Empolyers Name and		Contract, Legitimate		end of management
Landlords	contact details	Landlord	Interests.	Electronic and hard copy	Contract Statute of limitations
					(currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Gender	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end of management
Landlords	Email Address	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
					(currently 7 years) after
Londlanda	Dhana Numb	Landlard	Contract, Legitimate	Electronic and band and	end of management
Landlords	Phone Numbers	Landlord	Interests.	Electronic and hard copy	Contract Statute of limitations
					(currently 7 years) after
			Contract, Legal Obligation,		end of management
Landlords	New property details	Landlord	Legitimate Interests.	Electronic and hard copy	contract Statute of limitations
					Statute of limitations (currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Solicitors details	Landlord	Interests.	Electronic and hard copy	contract
					Statute of limitations
					(currently 7 years) after
Londlanda	Incompact details	Landland	Contract, Legal Obligation,	Flootung and bank	end of management
Landlords	Insurance details	Landlord	Legitimate Interests.	Electronic and hard copy	Contract Statute of limitations
					(currently 7 years) after
			Contract, Legitimate		end of management
Landlords	Marital Status	Landlord	Interests.	Electronic and hard copy	contract

Whose data	Type data	Source	Legal basis	Where stored	Time kept
1111000 0010	.ypc uutu	554.55	20801 20010	Timere stored	Statute of limitations
					(currently 7 years) after
Landlanda	Dank dataila	Landland	Contract, Legitimate	Floatronic and bond conv	end of management contract
Landlords	Bank details	Landlord	Interests.	Electronic and hard copy	Statute of limitations
					(currently 7 years) after
l a cadla cada	Tour details	1	Contract, Legal Obligation,	Electronic and bond con-	end of management
Landlords	Tax details	Landlord	Legitimate Interests.	Electronic and hard copy	contract Statute of limitations
	Financial income,				(currently 7 years) after
	expenditure and other		Contract, Legal Obligation,		end of management
Landlords	financial details	Landlord	Legitimate Interests.	Electronic and hard copy	contract Statute of limitations
					(currently 7 years) after
					end of management
Landlords	Recordings of Phone calls	Landlord	Legitimate Interests	Electronic	contract Statute of limitations
					(currently 7 years) after
					end of management
Landlords	Emails	Landlord	Legitimate Interests	Electronic and hard copy	contract Statute of limitations
					(currently 7 years) after
					end of management
Landlords	Letters	Landlord	Legitimate Interests	Electronic and hard copy	contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Name	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Company name	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	DOB	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	ID	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Credit information	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Email Address (personal)	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Email Address (business)	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Phone numbers (personal)	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Phone numbers (businessl)	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Home address	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Business addres	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Marital Status	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Income information	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Bank details	Contractor	Interests.	Electronic and hard copy	of contract
					Statute of limitations
			Contract, Legitimate		(currently 7 years) after end
Contractors	Insurance details	Contractor	Interests.	Electronic and hard copy	of contract

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Contractors	Professional qualification details	Contractor	Contract, Legitimate Interests.		Statute of limitations (currently 7 years) after end of contract
Contractors	Recordings of Phone calls	Contractor	Legitimate Interests		Statute of limitations (currently 7 years) after end of contract
Contractors	Emails	Contractor	Legitimate Interests		Statute of limitations (currently 7 years) after end of contract
Contractors	Letters	Contractor	Legitimate Interests		Statute of limitations (currently 7 years) after end of contract