Data Controller Lancashire Lettings Information held	Data Analysis - General								
	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	Who will it be shared with	How stored	When will it be deleted		
Tenant name	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves		
			Add to property management software	Contract fulfillment	Staff, Contractors, Software provider	Software	During tenancy & 6 years beyond		
			Referencing	Contract fulfillment	Credit check Co., Employer, current landlord, referencing co.	Paper / electronic	During tenancy & 6 years beyond		
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves		
			To use on prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person	Paper / electronic	6 Years after tenant leaves		
			To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of tenancy		

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			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
			needed	Legal Work	Services	electronic	teriarit leaves
				Contract	Council Tax & utility	Paper /	6 years after
			Services	fulfillment	providers	electronic	tenant leaves
		In office, over the					
		phone, email,					
Tenant		self-registration,			Landlord, staff, local		
contact		tenant		Contract	authority & utilities,	Paper /	6 years after
details	Staff	application form	To use on contract	fulfillment	contractors,	electronic	tenant leaves
			Add to				
			management	Contract	Staff, Contractors,		6 years after
			software	fulfillment	Software provider	Software	tenant leaves
					Staff Credit check Co.,		
					Employesr, current		During tenancy
				Contract	landlord, referencing	paper /	& 6 years
			Referencing	fulfillment	co.	electronic	beyond
			To be able to				
			contact tenant e.g.				
			property	Contract		Software	6 years after
			management	fulfillment	Contractors, staff,	system	tenant leaves
			To use in				
			prescribed		Staff, Deposit scheme,	Paper /	6 years after
			information	Legal oblgiation	relevant person	electronic	tenant leaves
					·		Within a month
			To offer extra			Paper /	of the end of
			services	Consent	staff, 3rd party	electronic	tenancy
			If Legal action is				
			needed, for				
			example		Solicitors, Court	Paper /	6 years after
			possession claim	Legal Work	Services	electronic	tenant leaves

			Notify utilities &	Contract	Council Tax & utility	Paper /	6 years after
			council tax	fulfillment	providers, landlord	electronic	tenant leaves
Tenant					Staff, Credit check Co.,		
Employer		Tenant	Referencing &	Contract	landlord, referencing	Paper /	6 years after
information	Staff	application form	assessment	fulfillment	CO.	electronic	tenant leaves
Tenant's							
current					Staff, Credit check Co.,		
landlord		Tenant	Referencing &	Contract	landlord, referencing	Paper /	6 years after
information	Staff	application form	assessment	fulfillment	co.	electronic	tenant leaves
			Contact in case of				
			emergency				
			alternative				
Tenant Next		Tenant	correspondence	Legitimate		Paper /	6 years after
of Kin details	Staff	application form	address	interest	Staff, Public bodies	electronic	tenant leaves
Tenant bank		Tenant	Setting up standing	Contract		Paper /	6 years after
details	Staff	application form	orders	fulfillment	Staff, landlord	electronic	tenant leaves
			To identify				
			permitted				
Tenant's			occupiers to				
Children		Tenant	include on tenancy	Contract		Paper /	6 years after
details	Staff	application form	agreement	fulfillment	Staff, landlord	electronic	tenant leaves
Credit score							
results,	Referencing			Contract		Paper /	6 years after
history	Co	Email or online	To assess suitability	fulfillment	Staff, landlord	electronic	tenant leaves
Other							
returned	Referencing	Email, online,		Contract		Paper /	6 years after
references	Co	hardcopy	To assess suitability	fulfillment	Staff, landlord	electronic	tenant leaves
Tenant							
passport or		Photocopy of		Legal obligation,			
ID	Referencing	original, face to	To comply with	contract	Staff, landlord, Home	Paper /	6 years after
documents	Co	face	right to rent checks	fulfillment	Office	electronic	tenant leaves

Landlord			Contract		
name		To use on contract	fulfillment		
		To be able to	Contract		
		contact landlord	fulfillment		
		To use no deposit			
		prescribed			
		information	Legal obligation		
		To offer extra			
		services	Consent		
		If legal action is			
		needed	Legal work		
Landlord					
contact			Contract		
details		To use on contract	fulfillment		
		To be able to	Contract		
		contact landlord	fulfillment		
		To use in			
		prescribed			
		information	Legal oblgiation		
		To offer extra			
		services	Consent		
		To provide details	Contract		
		to contractor	fulfillment		
		To chase rent	Contract		
		arrears	fulfillment		
		If Legal action is			
		needed, for			
		example			
		possession claim	Legal Work		
				Staff, landlords, back	
Applicant	Face to face,			up / cloud / software	
Name	email, tel	To add to database	Consent	provider	

		To be able to		
			C	Claff Landlanda
		contact app.	Consent	Staff, landlords
		To give to landlord	Consent	Landlord
		To create a tenant		Staff, back up / cloud /
		record	Consent	software provider
		To create		Staff, back up / cloud
		application process	Consent	provider
		To create Tenancy		Staff, back up / cloud
		Agreement	Consent	provider
		To carry out Right		
		to Rent checks	Legal obligation	Staff / landlord
Applicant				
contact	Face to face,			Staff, landlords, back
details	email, tel	To add to database	Consent	up / cloud provider
		To be able to		
		contact app.	Consent	Staff, landlords
		To give to or		
		discuss with		
		landlord	Consent	Landlord
		To send marketing		
		details to	Consent	Staff, 3rd party
		To create a tenant		staff, back up / cloud
		record	Consent	provider
		To create		
		application process	Consent	Staff,
		To create Tenancy		
		Agreement	Consent	Staff & landlord
		To carry out Right		
		to Rent checks	Legal obligation	Staff & landlord
		Referencing		
		Referees privacy		