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Α	В	С	D	E	F	G	Н
External Privacy	<u>Fixflo</u>	<u>Reapit</u>	Goodlord/Vouch	<u>Unihomes</u>	Brief Your Market	<u>Payprop</u>	<u>DocuSign</u>
Data controller							
Q Estate Agents							
Information	Who is			Lawful basis for	Who will it be shared		When will it be
held	collecting	How is it collected	Why is it collected	processing	with	How stored	deleted
Tenant							
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/Electron ic/Reapit/Docu sign/Payprop	During tenancy & 6 years beyond
			Add to property management software system Reapit	Contract fulfillment	Staff, Contractors,	Reapit	During tenancy & 6 years beyond
			Referencing	Contract fulfillment	Employer, current landlord, Vouch, Goodlord	electronic	During tenancy & 6 years beyond

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		To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff, Fixflo	Reapit	During tenancy & 6 years beyond
		To use on prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person, Landlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
		Marketing or to offer extra services i.e insurance	Consent	Staff, Notify, Vouch, Unihomes, Goodlord, Briefyourmarket	Paper / electronic	Within a month of the end of tenancy
		If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years beyond
		To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket/Payprop	Electronic	Please refer to Brief your Market Policy above
		Services	Contract fulfillment	Notify, Unihomes, Council Tax & utility providers, Briefyour market	Paper / electronic	During tenancy & 6 years beyond
		To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond

Tenant contact details	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors, Goodlord	Paper / electronic/Rea pit/Payprop/D ocusign	During tenancy & 6 years beyond
			Add to management software Reapit	Contract fulfillment	Staff, Contractors, Reapit/	Reapit/Paypro	During tenancy & 6 years beyond
			Referencing	Contract fulfillment	Staff, Employers, Current landlord, Vouch, Goodlord	paper / electronic	During tenancy & 6 years beyond
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff, Fixflo	Reapit	During tenancy & 6 years beyond
			To use in prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person, Landlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			Marketing or to offer extra services i.e insurance	Consent	Staff, Notify, Vouch, Goodlord, Unihomes, Briefyourmarket	Paper / electronic	Within a month of the end of tenancy
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	During tenancy & 6 years beyond

			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket/Payprop	Electronic	Please refer to Brief your Market Policy above
			Notify utilities & council tax	Contract fulfillment	Notify, Council Tax & utility providers, landlord, Unihomes, Vouch, Goodlord,	Paper / electronic	During tenancy & 6 years beyond
Tenant date of	Vouch, Goodlord, agent	Inputed by tenant on Vouch's website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, Landlord	electronic	During tenancy & 6 years beyond
	Docusign, Goodlord	Automitcally	proof of consent, proof of signature ownership	contract fulfillment	Staff, Docusign	electronic	Docusign Privacy Policy
Tenant Employer	Vouch, Goodlord, agent	Inputed by tenant on Vouch's website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, Landlord	Paper / electronic	During tenancy & 6 years beyond
		Inputed by tenant on Vouch's website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, landlord	Paper / electronic	During tenancy & 6 years beyond
Tenant bank details	Staff	face to face, email, phone	Returning deposits	Contract fulfillment	Staff, landlord, Natwest Banking, Payprop	Paper / electronic	During tenancy & 6 years beyond

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			To identify				
			permitted				
			occupiers to			Paper /	During tenancy
Tenant's		face to face, email,	include on tenancy	Contract	Staff, landlord, Vouch,	electronic/Rea	& 6 years
Children details	Staff	phone	agreement	fulfillment	Goodlord	pit	beyond
	Vouch,						During tenancy
Credit score	Goodlord,	Inputed by tenant on	To assess	Contract		Paper /	& 6 years
results, history	agent	Homelet's website	suitability	fulfillment	Staff, landlord	electronic	beyond
	Vouch,						During tenancy
Other returned	Goodlord,		To assess	Contract		Paper /	& 6 years
references	agent	Email, online, hardcopy	suitability	fulfillment	Staff, landlord	electronic	beyond
				Legal obligation,			During tenancy
Tenant passport		Photocopy of original,	To comply with	contract	Staff, landlord, Home	Paper /	and 1 year after
or ID documents	Staff	face to face	right to rent checks	fulfillment	Office	electronic	tenant leaves
			To carry out anti	Legal obligation,			
			money laundering	contract			During Sale and
			checks	fulfillment	Compliance assist	Electronic	6 years beyond
D							
Buyer							
		Face to face, over the	To add to property	Legal obligation,			
		phone, email, self-	management	contract			During Sale and
Buyer Name	Staff	registration	_	fulfillment	Staff, Reapit	Electronic	6 years beyond

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			To contact the buyer with updates on their purchase	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	<u>Compliance assist</u>	Electronic	During Sale and 6 years beyond
			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
			To include on the memorandum of sale	Legal obligation, contract fulfillment	Staff, Vendor of property they are buying, Solicitors	_	During Sale and 6 years beyond
Buyer address	Staff	Face to face, over the phone, email, self-registration	To add to property managements system	Legal obligation, contract fulfillment	Staff, Reapit	Electronic	During Sale and 6 years beyond
			To contact the buyer with updates on their purchase	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond

			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
			To include on the memorandum of sale	Legal obligation, contract fulfillment	Staff, Vendor of property they are buying, Solicitors	Paper, Electronic	During Sale and 6 years beyond
Buyer phone number and email	Staff	Face to face, over the phone, email, self-registration	To add to property managements system	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			To contact the buyer with updates on their purchase	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
			To offer extra services i.e solicitor, mortgage advice	Consent	Staff, solicitors, mortgage lenders	Paper / electronic	During Sale and 6 years beyond
Buyer ID and proof of address	Staff	Face to Face, email.	Anti money laundering checks	Legal obligation, contract fulfillment	Staff, Compliance Assist	Paper, Electronic	During Sale and 6 years beyond
Vendor							

		Face to face, over the	To add to property				
		phone, email, self-	management				During Sale and
Vendor Name	Staff	registration	system	Legal obligation	Staff, Reapit	Electronic	6 years beyond
			Write in Terms of			Paper,	During Sale and
			Business	Legal obligation	Staff	Electronic	6 years beyond
			To contact the				
			seller with updates	Legal obligation,			
			of their sale and	contact			During Sale and
			put forward offers	fulfillment	Staff	Electronic	6 years beyond
			To include on the	Legal obligation,			
			memorandum of	contract	Staff, Vendor of property	Paper,	During Sale and
			sale	fulfillment	they are buying, Solicitors	Electronic	6 years beyond
		Face to face, over the	To add to property	Legal obligation,			
		phone, email, self-	managements	contract			During Sale and
Vendor Address	Staff	registration	system	fulfillment	Staff, Reapit	Electronic	6 years beyond
			Write in Terms of			Paper,	During Sale and
			Business	Legal obligation	Staff	Electronic	6 years beyond
			To contact the				
			Vendor with				
			updates on their	Legal obligation,			
			sale and put	contract			During Sale and
			forward offers	fulfillment	Staff	Electronic	6 years beyond

			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
			To include on the memorandum of sale	Legal obligation, contract fulfillment	Staff, Buyer of property they are selling, Solicitors	Paper, Electronic	During Sale and 6 years beyond
Vendor phone number and email	Staff	Face to face, over the phone, email, self-registration	To add to property managements system	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			Write in Terms of Business	Legal obligation	Staff	Paper, Electronic	During Sale and 6 years beyond
			To contact the Vendor with updates on their sale and put forward offers	Legal obligation, contract fulfillment	Staff	Electronic	During Sale and 6 years beyond
			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above

			To offer extra services i.e solicitor, mortgage advice	Consent	Staff, solicitors, mortgage lenders	Paper / electronic	During Sale and 6 years beyond
Vendor ID and proof of address	Staff	Face to Face, email.	Anti money laundering checks	Legal obligation, contract fulfillment	Staff, Compliance Assist	Paper, Electronic	During Sale and 5 years beyond
Vendors IP Address	Docusign	Automitcally	proof of consent, proof of signature ownership	contract fulfillment	Staff, Docusign	electronic	Docusign privacy policy
Landlord							
Landlord name	Staff	Face to face, over the phone, email, self-registration	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, Goodlord, Unihomes, contractors, Docusign	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To be able to contact landlord	Contract fulfillment	Staff, Contractors, Fixflo	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To use no deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person, Tenant, Goodlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To offer extra services i.e insurance	Consent	Staff, Vouch, Goodlord Unihomes	Paper / electronic	Within a month of the end of tenancy

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			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket, Fixfl/Payprop	Electronic	Please refer to Brief your Market Policy above
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years beyond
Landlord contact details	Staff	Face to face, over the phone, email, self-registration	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors, Docusign, Goodlord/Notify	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To be able to contact landlord	Contract fulfillment	Staff, Contractors, Fixflo	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To use in prescribed information	Legal obigation	Staff, Deposit scheme, relevant person, Tenant, Goodlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			To offer extra services i.e insurance	Consent	Staff, Vouch, Goodlord,	Paper / electronic	Within a month of the end of tenancy

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			To provide details to contractor	Contract fulfillment	Staff, Contractors, Fixflo	Paper / electronic	During tenancy & 6 years beyond
			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket, Fixflo/Payprop	Electronic	Please refer to Brief your Market Policy above
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
			If Legal action is needed, for example possession claim	Legal Work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years beyond
Landlords IP Address	Docusign	Automitcally	proof of consent, proof of signature ownership	contract fulfillment	Staff, Docusign, Goodlord	electronic	<u>Docusign Privacy</u> <u>Policy</u>
Guarantor							
Guarantor 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, Goodlord	Paper / electronic/Rea pit/Docusign	During tenancy & 6 years beyond

			Add to property management software system Reapit	Contract fulfillment	Staff, Contractors,	Reapit	During tenancy & 6 years beyond
			Referencing	Contract fulfillment	Employer, current landlord, Vouch, Goodlord	paper / electronic	During tenancy & 6 years beyond
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
			To be able to contact guarantor e.g. property management	Contract fulfillment	Contractors, staff	Reapit	During tenancy & 6 years beyond
			To use on prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person, Landlord, Goodlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	During tenancy & 6 years beyond
			Services	Contract fulfillment	Council Tax & utility providers, Goodlord	Paper / electronic	During tenancy & 6 years beyond
Guarantor contact details	Staff	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors, Goodlord	Paper / electronic/Rea pit/Docusign	During tenancy & 6 years beyond

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Add to management software Reapit	Contract fulfillment	Staff, Contractors, Reapit	Reapit	During tenancy & 6 years beyond
Referencing	Contract fulfillment	Staff, Employers, Current landlord, Vouch, Goodlord	paper / electronic	During tenancy & 6 years beyond
To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Reapit	During tenancy & 6 years beyond
To use in prescribed information	Legal oblgiation	Staff, Deposit scheme, relevant person, Landlord	Paper / electronic/Rea pit	During tenancy & 6 years beyond
If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	During tenancy & 6 years beyond
Services	Contract fulfillment	Goodlord, Vouch	Paper / electronic	During tenancy & 6 years beyond
To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
Notify utilities & council tax	Contract fulfillment	Council Tax & utility providers, landlord, Goodlord, Vouch	Paper / electronic	During tenancy & 6 years beyond

Guarantor date of birth	Vouch, Goodlord, agent	Inputed by guarantor/agent on Vouch website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, Landlord	electronic	During tenancy & 6 years beyond
Guarantors IP Address	Docusign, Goodlord	Automitcally	proof of consent, proof of signature ownership	contract fulfillment	Staff, Docusign, Goodlord	electronic	Docusign Privacy Policy
Guarantor information	Vouch, Goodlord, agent	Inputed by guarantor/agent on Vouch website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, Landlord	Paper / electronic	During tenancy & 6 years beyond
Guarantor current residential information	Vouch, Goodlord, agent	Inputed by guarantor/agent on Vouch website	Referencing & assessment	Contract fulfillment	Staff, Vouch, Goodlord, landlord	Paper / electronic	During tenancy & 6 years beyond
Credit score results, history	Vouch, Goodlord, agent	Inputed by guarantor/agent on Vouch website	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	During tenancy & 6 years beyond
Other returned references	Vouch, Goodlord, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	During tenancy & 6 years beyond
Applicant (defined as person requesting valuation or viewing)							

Applicant Name	Staff	Face to face, over the phone, email, self-registration	To add to database and for staff security	Legal obligation	Staff, landlords	Electronic/Rea pit	After 6 months
			To be able to contact applicant	Consent	Staff, landlords	Electronic/Rea	After 6 months
			To give to landlord	Consent	Landlord	Electronic/Rea pit	After 6 months
			To create a applicant record	Consent	Staff	Electronic/Rea	After 6 months
			To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
			To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
			To create application process	Contract fulfillment	Staff	Paper / electronic/Rea pit	After 6 months
Applicant contact details	Staff	Face to face, over the phone, email, self-registration	To add to database and for staff security	Legal Obligation	Staff, landlords,	Electronic/Rea	After 6 months

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	To be able to			Electronic/Rea	
	contact applicants	consent	Staff, landlords	pit	After 6 months
			starr, rarraioras		THE O MONEY
	To give to future	Contract		Electronic/Rea	
	Landlord	fulfillment	Landlord	pit	After 6 months
	To send marketing details to	Consent	Staff, back up / cloud / software provider/Brief your market	Electronic/Rea	After 6 months
	To create a applicant record	Contract fulfillment	Staff, back up / cloud / software provider	Electronic/Rea	After 6 months
	To create application process	Contract fulfillment	Staff,	Paper / electronic/Rea pit	After 6 months
	To keep the individual informed of relevant information	Legitimate Interest	Briefyourmarket	Electronic	Please refer to Brief your Market Policy above
	To carry out anti money laundering checks	Legal obligation, contract fulfillment	Compliance assist	Electronic	During Sale and 6 years beyond
	Referencing	Contract fulfillment	Staff, Vouch, Goodlord, Landlord	Paper / electronic	Duration of tenancy and six years after

Applicant IP			Proof of identity as part of registration or enquiry through	_			
Address	Staff	Automatically	our website	interest	Staff	electronic	After 6 months
	Docusign	Automitcally	proof of consent, proof of signature ownership	contract fulfillment	Staff, Docusign	electronic	Docusign Pirvacy Policy
Contractor							
Contractor Name	Staff	Face to face, over the phone, email	To add to database	Contract	Staff, Landlord, Tenants	Electronic/Rea	Duration of contractors contract and 6 years after
Nume	Starr	prioric, critaii	To be able to	Contract fulfillment	Staff, Landlord, Tenants	Electronic/Rea	Duration of contractors contract and 6 years after
			To give details to tenant	Contract fulfillment	Staff, Tenants	Electronic/Rea	Duration of contractors contract and 6 years after
Contractor contact details	Staff	Face to face, over the phone, email	To add to database	Contract fulfillment	Staff, Landlord, Tenants	Electronic/Rea	Duration of contractors contract and 6 years after

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							Duration of
							contractors
			To contact	Contract		Electronic/Rea	contract and 6
			contractor	fulfillment	Staff, Landlord, Tenants	pit	years after
							Duration of
							contractors
			To send	Contract		Electronic/Rea	contract and 6
			worksheets	fulfillment	Staff, Landlord, Tenants	pit	years after
			Worksheets		Starry Editatora, Terraints	Pic	
							Duration of
			_			-1	contractors
			To process	Contract	0. 66	Electronic/Rea	contract and 6
			payments	fulfillment	Staff, Landlord, Tenants	pit	years after
							Duration of
							contractors
				Contract		Electronic/Rea	contract and 6
			To create contract	fulfillment	Staff, Landlord, Tenants	pit	years after
							Duration of
							contractors
			To give details to	Contract		Electronic/Rea	contract and 6
			tenant	fulfillment	Staff, Tenants	pit	years after
					, , , , , , , , , , , , , , , , , , , ,		
							Duration of
						D	contractors
			D. C		ataff Dafana	Paper,	contract and 6
			Referencing	Consent	staff, Referee	Electronic	years after
Staff							
							6 years after
		Face to face, over the				Paper,	employment
Staffing	Directors	phone, email	CV Retention	Contractual	Directors	Electronic	ends
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	Contact information	Contract fulfillment	Directors, Staff, Taxave		6 years after employment ends
	Bank details	Contract fulfillment	Directors, book keeper	Paper, Electronic,	6 years after employment ends
	Performance records	Contract fulfillment	Directors	Paper, Electronic	6 years after employment ends
	Calls are recorded	Training,			5 years after telephone call http://www.xoo mtalk.com/priva
Xoom Talk	Xoom Talk Over the phone	Bank details Performance records Calls are recorded	information fulfillment Contract Bank details fulfillment Performance Contract records fulfillment Calls are recorded Training, monitoring and	information fulfillment Directors, Staff, Taxave Contract fulfillment Directors, book keeper Performance records fulfillment Directors Calls are recorded Training, monitoring and	Contract information fulfillment Directors, Staff, Taxave pit Contract fulfillment Directors, Staff, Taxave pit Contract fulfillment Directors, book keeper Electronic, Performance records fulfillment Directors Contract fulfillment Directors Paper, Electronic Paper, Electronic Training, monitoring and

Notify					