

## Landlord Privacy Notice

### Appendix 1

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Information held	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
Landlord name	Staff	In office, over the phone, email, self-registration, Landlord information pack	To use on Tenancy Agreement	Contract fulfilment	Tenants	Paper / electronically	6 years after end of contract
			To be able to contact landlord	Contract fulfilment	Staff / Tenants	Paper / electronically	6 years after end of contract
			To use on deposit prescribed information	Legal obligation	Tenants / Deposit Protection Service	Paper / electronically	6 years after end of contract
			To offer extra services	Consent	Service providers (eg insurance providers)	Paper / electronically	6 years after end of contract
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronically	6 years after end of contract
			To provide to Tenants for direct contact (part and self managed properties)	Contract fulfilment	Tenants	Paper / electronically	6 years after end of contract
Landlord contact details	Staff	In office, over the phone, email, self-registration, Landlord	To use on Tenancy Agreement	Contract fulfilment	Tenants	Paper / electronically	6 years after end of contract

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		information pack					
			To be able to contact landlord	Contract fulfilment	Staff / Tenants	Paper / electronically	6 years after end of contract
			To use on deposit prescribed information	Legal obligation	Tenants / Deposit Protection Service	Paper / electronically	6 years after end of contract
			To offer extra services	Consent	Service providers (eg insurance providers)	Paper / electronically	6 years after end of contract
			To provide details to contractor	Contract fulfilment	Contractors	Paper / electronically	6 years after end of contract
			If Legal action is needed, for example possession claim	Legal Work	Solicitor, Court Services	Paper / electronically	6 years after end of contract
			To provide to Tenants for direct contact (part and self managed properties)	Contract fulfilment	Tenants	Paper / electronically	6 years after end of contract
Landlord bank account details	Staff	Landlord information pack	To make rental payments	Contract fulfilment	Staff	Paper / electronic	6 years after end of contract
Landlord ID	Staff	Landlord information pack	To comply with money laundering legislation	Legal obligation, contract fulfilment	Staff / Law enforcement if required	Paper / electronic	6 years after end of contract