

Data controller: Lydia Crane			Data Subject: Tenant Applicant Privacy Notice				
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
Applicant Name	Staff	In office, over the phone, email, self-registration on website, tenant application form	To add to database	Consent	Staff, landlords, back up / cloud / software provider	Electronic / Cloud	When requested or within 12 months of application
			To be able to contact applicant	Consent	Staff, landlords		
			To give to landlord	Consent	Landlord		
			To create a tenant record	Consent	Staff, back up / cloud / software provider		
			To create application process	Consent	Staff, back up / cloud provider		
			To create Tenancy Agreement	Consent	Staff, back up / cloud provider		
Applicant Contact Details	Staff	In office, over the phone, email, self-registration on website, tenant application form	To add to database	Consent	Staff, landlords, back up / cloud provider	Electronic / Cloud	When requested or within 12 months of application
			To be able to contact applicant	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 record	Consent	Staff, back up / cloud provider		
			To create application process	Consent	Staff,		
			To create Tenancy Agreement	Consent	Staff & landlord		
			Referencing	Consent	Staff & Referencing Provider		
Applicant Date of Birth	Staff	In office, over the phone, email, self-registration on website, tenant application form	To add to database	Consent	Staff, back up / cloud / software provider	Electronic / Cloud	When requested or within 12 months of application
			Referencing	Consent	Staff & Referencing Provider		
Applicant Occupation and Income	Staff	In office, over the phone, email, self-registration on website, tenant application form	To add to database	Consent	Staff, back up / cloud / software provider	Electronic / Cloud	When requested or within 12 months of application
			To ensure applicant meets affordability criteria	Consent	Staff		
			To give to landlord	Consent	Landlord		