

Town & Country

Letting Agents

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.

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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.

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

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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.
- 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/>

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 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
Prospective tenant	Email Address	Prospective tenant	Legitimate Interests	Electronic 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 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
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
Prospective Landlord	Marital Status	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
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
Prospective Landlord	Letters	Prospective Landlord	Legitimate Interests	Electronic and hard copy	12 months after last contact
Applying Tenants	Name	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Previous names	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	DOB	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Present address	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Residential Status	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Previous addresses	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Landlord details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Nationality	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	NI number	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	How many dependants	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Dependants Name	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Dependant's DOB	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	ID documents	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Proof of address (utility bill)	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Bank Statements	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Credit card statements	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Mortgage statements	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Applying Tenants	Payslips	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Self employed accounts	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Employers details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Employers reference	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Landlords reference	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Gender	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Loan details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	email addresses	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Phone numbers	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	New property details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Credit check reports	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Marital Status	Applying Tenant	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Salary	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Accountant details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Tax details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Benefits details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Bank details	Applying Tenant	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Recordings of Phone calls	Applying Tenant	Legitimate Interests	Electronic	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Emails	Applying Tenant	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Applying Tenants	Letters	Applying Tenant	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy or tenancy being declined
Tenants	Name	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after 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 (utility 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 Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Self employed accounts	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Employers details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Employers reference	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Landlords reference	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Tenants	Gender	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Loan details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	email addresses	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Phone numbers	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	New property details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Credit check reports	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Marital Status	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Salary	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Accountant details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Tax details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Benefits details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Bank details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	New Utility details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	New employer details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Change of status details	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Recordings of Phone calls	Tenants	Legitimate Interests	Electronic	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Emails	Tenants	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Letters	Tenants	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Inspection reports	Tenants	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	rent payment information/account	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy
Tenants	Information about breaches of tenancy obligations	Tenants	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of tenancy

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Landlords	Name	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Previous Names	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	DOB	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Present address	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Residential status	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Previous addresses	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Addresses of rental prooperties	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Nationality	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Country of domicile	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	NI number	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	ID data	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Proof of residential address	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Mortgage Information	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Empolyers Name and contact details	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Gender	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Email Address	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Phone Numbers	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	New property details	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Solicitors details	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Insurance details	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Marital Status	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract

Whose data	Type data	Source	Legal basis	Where stored	Time kept
Landlords	Bank details	Landlord	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Tax details	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Financial income, expenditure and other financial details	Landlord	Contract, Legal Obligation, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Recordings of Phone calls	Landlord	Legitimate Interests	Electronic	Statute of limitations (currently 7 years) after end of management contract
Landlords	Emails	Landlord	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Landlords	Letters	Landlord	Legitimate Interests	Electronic and hard copy	Statute of limitations (currently 7 years) after end of management contract
Contractors	Name	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Company name	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	DOB	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	ID	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Credit information	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Email Address (personal)	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Email Address (business)	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Phone numbers (personal)	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Phone numbers (business)	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Home address	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Business address	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Marital Status	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Income information	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Bank details	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract
Contractors	Insurance details	Contractor	Contract, Legitimate Interests.	Electronic and hard copy	Statute of limitations (currently 7 years) after end of contract

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