

Data Controller

CAMILLA HOPKIN

Information held

Who is collecting

TENANT/GUARANTOR

Tenant/ Guarantor name

staff, zoopla, website

Tenant/Guarantor contact details

staff, zoopla, website

Health

Staff

Housing benefit or employed or student

Staff

Current &/ Previous address

Staff

Dependants

Staff

Residential status

Staff

Gross income/salary

Staff

Date of birth

Staff

Next of kin details

Staff

Names of other occupiers incl children

Staff

Occupation

Staff

Length of employment

Staff

Payroll number

Staff

Employer/Business/Accountant information

Staff

Current landlord/letting agent information

Staff

Rent at current address

Staff

Bank acct details

Staff

Existing financial commitments

Staff

Any adverse credit history (y/n)

Staff

Post tenancy address

Staff

Forwarding address

Staff

LANDLORD

Name / Power of Attorney staff website

Contact details staff website

Home address staff website

Letting address staff website

bank details staff

CONTRACTORS

name staff

address staff

Contact details staff

bank details staff

STAFF

Name directors

Address directors

Contact details directors

bank details directors

NI number directors

How is it collected

in office, over phone, email, website sign up

in office, over phone, email, website sign up

in office, Over phone, email, face to face
in office, Over phone, email, face to face
Email or by hand (application form)

Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)

Email or by hand (application form)

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Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)
Email or by hand (application form)

Email or by hand (application form), check out form

phone, email, contract, website

phone, email, contract, website

phone, email, contract, website

phone, email, contract, website

phone, email, contract, website

phone, email, internet

phone, email, internet

phone, email, internet

phone, email

phone, face to face, email

phone, face to face, email

phone, face to face, email

phone, face to face, email

phone, face to face, email

Why is it collected

To make an appointment
To keep informed of properties if requested
To add to property management software
To use on tenancy agreement & prescribed information
To be able to make contact eg: property management
Referencing
If legal action needed
To give to contractors
Notify council tax & utility companies
To make an appointment
To keep informed of properties if requested
To add to property management software
To use on tenancy agreement & prescribed information
To be able to make contact eg: property management
To give to contractors
Referencing
If legal action needed
Notify council tax & utility companies
To check suitability of property
To check suitability of property
Referencing
To put into tenancy agreement and prescribed info
Referencing
Referencing
Referencing
Referencing
Referencing
To contact post tenancy/in emergency
If legal action needed
Referencing
To go on tenancy agreement & prescribed information
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
Referencing
To contact post tenancy
To go on tenancy agreement & prescribed information
If legal action needed
To contact post tenancy
If legal action needed
Notify utility companies and council

To put on the contract
To put on the tenancy agreement and prescribed info
To put into property management software
Notify utility companies and council, tax office
To use to contact
To add to property management software
To use to contact
To add to property management software
Notify utility companies and council
To put on contract
To put on the tenancy agreement and prescribed info
Notify utility companies and council
To add to property management software
To make payments through bank
To add to property management software

So we can instruct contractors
To give to tenants
To give to landlords
So we can instruct contractors
To give to landlords
So we can instruct contractors
To give to tenants
To give to landlords
To make a payment through the bank

To go on contract
To give to HMRC
To give to accountant
To go on contract
To go on contract
to make a payment through the bank
To give to accountant
To give to HMRC

Lawful basis for collecting

Consent, contract fulfilment
Consent, legitimate interest
Contract fulfilment
Contract fulfilment, legal obligation
contract fulfilment
contract fulfilment
contract fulfilment, legal work
contract fulfilment
contract fulfilment
Consent, contract fulfilment
consent
contract fulfilment
Contract fulfilment, legal obligation
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment, legal work
contract fulfilment
Consent, legitimate interest
Consent, legitimate interest
contract fulfilment
Contract fulfilment, legal obligation
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment, legitimate interest
contract fulfilment, legal work
contract fulfilment
Contract fulfilment, legal obligation
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment
contract fulfilment, legal work
Contract fulfilment, legal obligation
contract fulfilment, legal work
contract fulfilment, legitimate interest
contract fulfilment, legal work
contract fulfilment

Who will it be shared with

Staff, landlord, current tenant
staff
staff, landlord
staff, landlord, deposit scheme, relevant people
staff, contractors, landlord
Staff, referencing company, landlord
solicitors, courts, landlord
contractors
utility companies, local council
staff
staff
staff
staff, landlord, relevant people
staff, contractors, landlord
staff, contractors
Staff, referencing company, landlord
staff, landlord, legal experts
staff, local council, utility companies
Staff, landlord
Staff, landlord
Referencing company, landlord
staff, landlord, relevant people
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
staff, landlord, utility companies, local council
solicitors, courts, landlord, debt collectors
Referencing company, landlord, staff
staff, landlord, relevant people
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
Referencing company, landlord, staff
staff, landlord, solicitors, courts, debt collectors
staff, landlord, relevant people
staff, landlord, solicitors, courts, debt collectors
staff, landlord, solicitors, courts, debt collectors
staff, landlord, solicitors, courts, debt collectors
landlord, utility companies, local council

contract fulfilment	staff, tenant, relevant people, leasors, rents smart wales
contract fulfilment, legal obligation	staff, tenant, deposit scheme, relevant people
contract fulfilment	staff
contract fulfilment	utility companies, local council, tax office
contract fulfilment	staff, contractors
contract fulfilment	staff
contract fulfilment	staff, contractors
contract fulfilment	staff
contract fulfilment	utility companies, local council, tax office
contract fulfilment	staff, accountant, tax office, rent smart wales
contract fulfilment, legal obligation	staff, tenant, deposit scheme, relevant people
contract fulfilment	utility companies, local council, tax office
contract fulfilment	staff
contract fulfilment	staff, bank, accountant
contract fulfilment	staff

contract fulfilment	staff, tenants, landlords, contractors, accountant
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors
contract fulfilment	staff, tenants, landlords, contractors, bank, accountant

contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment	accountants, tax office, legal representative
contract fulfilment, legal obligation	accountants, tax office, legal representative

