<... Data Protection Audit for ... Property Rental Business

NOTE TO USERS: This table contains example entries in each co... the entries to reflect their own data collection/processing arrangements and complete the final three columns for each cate...

Category of data collected/processed	Ref	Details of data collected/process...	...?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Identity and contact details for tenants/occupiers	1.1	Names	...uitability of ...cupier	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	1.2	Contact addresses (including email address)	...nd other			
	1.3	Telephone numbers	...rty/lease			
	1.4	Email addresses				
	1.5	Dates of Birth	...cupier ...to deal			
	1.6	National Insurance Numbers				
	1.7	Car registration numbers for tenants/occupiers				
Background information about tenants/occupiers	2.1	Information about tenants'/occupier... current property	...to assess ...roposed	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	2.2	Details of tenants'/occupiers' current/previous landlord				
	2.3	Employment status	...nancial ...thiness			
	2.4	Employer/University/College details...				

Category of data collected/processed	Ref	Details of data collected/processed	...?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	2.5	Accountant details (if self-employed				
	2.6	Details of tenants'/occupiers' person referee				
	2.7	Details of insolvency/court judgmen				
	2.8	Details of other persons who will occupy the property (if any)				
	2.9	Records relating to requests for adaptations under disability discrimination legislation				
Bank details	3.1	Bank account details	payments ty/lease	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	3.2	Bank statements				
	3.3	Credit check results	d the nancial thiness	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	3.4	Bank references				
Lease details	4.1	Property address	lete lease tion	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	4.2	Length of lease				
	4.3	Start date of lease	rty/lease			
	4.4	Rent payable				

Category of data collected/processed	Ref	Details of data collected/processe...	...l?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	4.5	Rent reviews and renewals				
Joint tenants and other occupiers	5.1	Details of any joint tenants, includin... contact details	...lete lease ...tion	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	5.2	Details of other occupiers and conta... details	...rty/lease			
Rent deposits	6.1	Amount of rent deposits taken from... tenants	...ptect the	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	6.2	Amount of deposit paid by any third party and their contact details	...obligations ...ndlord can ...osit if			
Guarantors	6.1	Guarantor names	...uitability of ...r	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	6.2	Guarantor addresses	...rty/lease ...e			
	6.3	Guarantor email addresses				
	6.4	Guarantor telephone numbers				
	6.5	Guarantor employment status				
	6.6	Address of any property owned by guarantor and proof of ownership				
Rent and utilities payment records	7.1	Records of rent due and received	...rds ...ty/lease.	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as*	*Enter relevant code(s) from list*	*Enter reasons*
	7.2	Banks statements relating to rental receipts	...d to take			

Category of data collected/processed	Ref	Details of data collected/processed	...l?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
	7.3	Records relating to collection of administration fees	te/non-	*applicable*)	*below*	
	7.4	Records relating to collection of utilities charges for properties witho separate meter				
	7.5	Records relating to collection of service charges				
Issues with arrears and possession	8.1	Records relating to steps taken to recover arrears or seek possession	d to take gainst the	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
Repair and health & safety issues	9.1	Record of issues raised by tenants/occupiers and action taken	ty is safe ed	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	9.2	Risk assessments including fire risk assessment	of the obligations			
Issues with breaches of lease or complaints	10.1	Records relating to steps taken to address breaches with tenants/occupiers and others	enants are allow b be taken	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	10.2	Records relating to complaints from other third parties	ss crime our			
	10.3	Records relating to complaints made by tenants/occupiers	obligations			

Category of data collected/processed	Ref	Details of data collected/processed	...I?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
Council tax and utilities	11.1	Correspondence with local authority regarding Business Rates	...party is ...ates and	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	11.2	Correspondence with water company and other utilities providers	...ion of ...rty and			
	11.3	Meter readings				
Termination of lease	12.1	Notices served and received	...end lease ...ossession	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	12.2	References given to new prospective landlords				
	12.3	Correspondence with any third party holding a rent deposit regarding release of deposit and/or any deposit disputes	...upiers in ...modation ...osits in ...e and legal			
	12.4	Correspondence relating to any belongings left behind by tenants/occupiers				
CCTV and Audio recordings	13.1	CCTV recordings	...premises ...anti-social	Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
	13.2	Audio recordings, e.g. telephone messages	...ccupiers' ...e			

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Category of data collected/processed	Ref	Details of data collected/processed	...?	Lawful basis for processing	Third parties with whom data is shared	Reasons for data sharing
General correspondence	14.1	All correspondence including letters, emails, text messages		Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*
Other	15.1			Contractual obligation/consent/ legitimate interests/legal obligations* (*delete as applicable*)	*Enter relevant code(s) from list below*	*Enter reasons*

Table of third parties with whom data may be shared

Code	Description
A	Professional advisers
B	Letting/managing agents
C	Freeholder and/or their managing agent (for leasehold proper
D	Existing or previous landlords
E	Existing or previous employers
F	Credit referencing agencies
G	Debt collectors and tracing services
H	Local authorities and government/public bodies
I	Ombudsman/redress schemes
J	Professional body/regulator
K	Courts/Tribunals
L	Police/enforcement agencies
M	Internet service providers
N	Banks/building societies
O	Joint tenants and other occupiers

P	Guarantors
Q	Stakeholders of any Rent Deposit
R	H M Revenue and Customs
S	Business Rates authority
T	Contractors and tradespeople providing services at the prope
U	Prospective purchasers of property
V	Other landlords when reference requested
X	Other – *give details*

Audited By:	
Signature:	
Date:	

S
A
M
P
L
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