

Greenfinches Groups Ltd GDPR Data assessment

Source: How was this data collected: Contract/referencing form, External organisation	Personal data: What data are you collecting? ID, Phone Number, Address, Bank details	Reason: Why are you collecting this data? Contractual necessity, lawful processing for legal obligations	Handling: Explain how you will store the data, how it will be processed and who has access to it.	Disposal: When is this data disposed? Upon request? After 1 year from the conclusion of a tenancy/licence/lease	Consent obtained	Tenancy critical data	Sensitive personal Data	Data management in place
Referencing forms via agents	All of the above	To reference a potential tenants' suitability for a property, also to carry out our legal obligations relating to the right to rent act. To enable us to carry out repairs by the tenant	Relevant email addresses and telephone numbers will be added to our tenants contact list. All other data is stored on our password encrypted computer and stored as a back up with *** which is stored as a cloud in the US on secure servers. Hardcopies of all documents are held in our locked filing cabinet. All files can be accessed by CL,ND and NT	Data* is disposed of after 1 year from the conclusion of a Tenancy/lease/licence. We are unable to delete data on request due to the legal relationship				
In house applications Non-referenced licences	All of the above	Bank details: to enable us to collect rent, POI: to identify person entering a legal contract, Address: for contact, Email and telephone: to enable us to contact the tenant/licensee. To carry out repairs as reported by the tenant.	Relevant email addresses and telephone numbers will be added to our tenants contact list. All other data is stored on our password encrypted computer and stored as a back up with *** which is stored as a cloud in the US on secure servers. Hardcopies of all documents are held in our locked filing cabinet. All files can be accessed by CL,ND and NT	Data* is disposed of after 1 year from the conclusion of a Tenancy/lease/licence. We are unable to delete data on request due to the legal relationship				
*Data, CL diarise to delete All personal data (with exception of the actual lease, Licence or Tenancy) No longer than 12 months after the conclusion of a lease/licence/tenancy (once the deposit has been returned and all arrears paid)		*CL = Carly Lines TD = Trevor Drummond ND = Natasha Drummond		Incorporated May 2018				