Data Ref.	Type of Data	Purpose of Data
Landlord 1	Name & Contact Details	Required to register, identify and verify ownership
Landlord 2	Insurance	To ensure property is insured
Landlord 3	Mortgage details	To ensure landlord has been given consent to let
Landlord 4	Bank Details	To make rent payments, deal with tax matters
Landlord 5		
Tenant 1	Name & Contact Details	Required to verify suitability, verify ID, verify affordability, carry out Right to rent checks, carry out referencing
Tenant 2	Telephone numbers (work, home, mobile)	To deal with maintenance and repair issues reported by the tenant
Tenant 3	Current & Forwarding address	To re-pay deposit (where applicable) , to deal with utility companies & Local Authorities, to liaise with tracing agencies, solicitors, legal advisors and the court service (where applicable)
Tenant 4		
Maintenance Contractors 1	Name & Contact Details	To reference and verify contractors
Maintenance Contractors 2	Contact details & Telephone Numbers	To instruct re; maintenance and repairs, to issue works orders, to provide statements
Maintenance Contractors 3	Bank details	To make payments for relevant works

TABLE: Personal Data Collected, Held and Processed, and its Purpose