Data controller: Glenthorne Properties			Data Subject: Tenant				
Information held	**Who is collecting it?**	**How is it collected?**	**Why is it collected (what are we going to do with it?)**	**Lawful basis for processing**	**Who will it be shared with?**	**How is it stored?**	**When will it be deleted?**
Column A	**Column B**	**Column C**	**Column D**	**Column E**	**Column F**	**Column G**	**Column H**
Information collected on the Tenant Application Form incl' name, DOB, address, telephone number, email	Glenthorne staff, website host (property enquiries)	Phone, email, website	Arrange viewings and subsequent creation of tenancy agreement	Contractual fulfilment of legitimate interest	Glenthorne staff, company bank (for payments), website host, email provider, contractors (for maintenance),	Cloud storage provider, backup, Microsoft Outlook, Veco, website, paper files	One year after move-out date