Data controller	JGL Operations Ltd	Appendix					
Α	В	С	D	E	F	G	Н
					Who will it be shared		
Information held	Who is collecting it	How is it collected	Why is it collected	Lawful basis for processing	with	How stored	When will it be deleted
LETTINGS							
		In office, over the phone, email,			Landlord, staff, local		
		self-registration, tenant			authority & utilities,		6 years after tenant
Tenant name	Staff/Website host	application form	To use on contract	Contract fulfillment	contractors,	Paper / electronic	leaves
			Add to property management		Staff, Contractors,		During tenancy & 6
			software	Contract fulfillment	Software provider	Software	years beyond
					Credit check Co.,		
					Employer, current		
					landlord, referencing		During tenancy & 6
			Referencing	Contract fulfillment	co.	paper / electronic	years beyond
			To be able to contact tenant e.g.				6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	Software system	leaves
					Staff, Deposit scheme,		6 Years after tenant
			To use on prescribed information	Legal oblgiation	relevant person	Paper / electronic	leaves
							Within a month of the
			To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	end of tenancy
					Solicitor, Court		6 years after tenant
			If legal action is needed	Legal work	Services	Paper / electronic	leaves
					Council Tax & utility		6 years after tenant
			Services	Contract fulfillment	providers	Paper / electronic	leaves
		In office, over the phone, email,			Landlord, staff, local		
		self-registration, tenant			authority & utilities,		6 years after tenant
Tenant contact details	Staff/Website host	application form	To use on contract	Contract fulfillment	contractors,	Paper / electronic	leaves
					Staff, Contractors,		6 years after tenant
			Add to management software	Contract fulfillment	Software provider	Software	leaves
					Staff Credit check Co.,		
					Employesr, current		
				0	landlord, referencing		During tenancy & 6
			Referencing	Contract fulfillment	co.	paper / electronic	years beyond
			To be able to contact tenant e.g.	C + 1 C 1C		c c	6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	Software system	leaves
					Chaff Danasih sah		C Ct t
			To the distance of the distance of		Staff, Deposit scheme,	Danier / alasta	6 years after tenant
			To use in prescribed information	Legal oblgiation	relevant person	Paper / electronic	ieaves

							Within a month of the
			To offer extra services	Consent	staff, 3rd party	Paper / electronic	end of tenancy
			If Legal action is needed, for		Solicitors, Court		6 years after tenant
			example possession claim	Legal Work	Services	Paper / electronic	leaves
					Council Tax & utility		6 years after tenant
			Notify utilities & council tax	Contract fulfillment	providers, landlord	Paper / electronic	leaves
					Staff, Credit check Co.,		
Tenant Employer					landlord, referencing		6 years after tenant
information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	co.	Paper / electronic	leaves
					Staff, Credit check Co.,		
Tenant's current					landlord, referencing		6 years after tenant
landlord information	Staff	Tenant application form	Referencing & assessment	Contract fulfillment	co.	Paper / electronic	leaves
Tenant Next of Kin		L	Contact in case of emergency			_ , , , ,	6 years after tenant
details	Staff	Tenant application form	alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	leaves
		L				_ , , , ,	6 years after tenant
Tenant bank details	Staff	Tenant application form	Setting up standing orders	Contract fulfillment	Staff, landlord	Paper / electronic	leaves
Tenant's Children			To identify permitted occupiers to				6 years after tenant
details	Staff	Tenant application form	include on tenancy agreement	Contract fulfillment	Staff, landlord	Paper / electronic	leaves
Credit score results,						_ , , , ,	6 years after tenant
history	Credit Check Co.	Email or online	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	leaves
Other returned		l-			C: (()		6 years after tenant
references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	leaves
Tenant passport or ID	C: (f	Photocopy of original, face to		Legal obligation, contract	Staff, landlord, Home		6 years after tenant
documents	Staff	face	To comply with right to rent checks	fulfillment	Office	Paper / electronic	leaves
Dunamantina Landland					Staff, back up / cloud		
Prospective Landlord	Chaff (NA) also also also and	Face to face and the l	To add to details	Comment		C - ft	7
Name	Staff/Website host	Face to face, email, tel	To add to database	Consent	/ software provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	7 months after enquiry
			To be able to give to a Tenant if Let				
			only Agreement	Consent	Staff / tenant	Software system	7 months after enquiry
					Staff, back up / cloud /		
			To create a Landlord record	Consont		Coftware system	7 months after enquire
			TO Create a Landiord record	Consent	software provider	Software system	7 months after enquiry

					Staff, back up / cloud		
			To create property record	Consent	provider	Software system	7 months after enquiry
					Staff, back up / cloud		
			To create Tenancy Agreement	Consent	provider/ Tenant	Paper / electronic	7 months after enquiry
			To carry out Anti Money Laundering				
			checks	Legal obligation	Staff	paper / electronic	7 months after enquiry
Prospective Landlord	Chaff / Marabasha da ant	Face has force a small had	To add to details as	Comment	Staff, back up / cloud	C - (t	7
contact details	Staff/Website host	Face to face, email, tel	To add to database	Consent	provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	7 months after enquiry
			To be able to contact app.	Consent	Stair	Software system	7 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	7 months after enquiry
			l contract grant and		staff, back up / cloud	, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,
			To create a tenant record	Consent	provider	Software system	7 months after enquiry
			To create application process	Consent	Staff,	Software system	7 months after enquiry
			To create Tenancy Agreement	Consent	Staff & Tenant	Paper / electronic	7 months after enquiry
			To carry out Anti Money Laundering				
			checks	Legal obligation	Staff	paper / electronic	7 months after enquiry
					o. "		6 6 1 11 1
Landland areas	Chaff / Marabasha da ant		T	Contract Calculus and	Staff, local authority &		6 years after Landlord
Landlord name	Staff/Website host		To use on contract	Contract fulfillment	utilities, contractors,	Paper /Electronic	cancels service
					Staff, local authority &		6 years after Landlord
			To be able to contact landlord	Contract fulfillment	utilities, contractors,	Software system	cancels service
			To be able to contact landiold	Contract runningent	definites, contractors,	Software system	Cancels Service
			To use on deposit prescribed		Staff, Deposit scheme,		6 years after Landlord
			information	Legal obligation	relevant person	Paper /Electronic	cancels service
				J. 7. 0. 7		, , , , ,	
							6 years after Landlord
			To offer extra services	Consent	Contractors, staff,	Paper /Electronic	cancels service
				1			

					Staff, Solicitors, Court		6 years after Landlord
			If legal action is needed	Legal work		Paper /Electronic	cancels service
Landlord contact							6 years after Landlord
details	Staff/Website host		To use on contract	Contract fulfillment	Staff	Paper /Electronic	cancels service
					Staff, local authority &		6 years after Landlord
			To be able to contact landlord	Contract fulfillment	utilities, contractors,	Software system	cancels service
					Staff, Deposit scheme,		6 years after Landlord
			To use in prescribed information	Legal oblgiation	relevant person	Paper /Electronic	cancels service
							C years often Landland
			To offer extra services	Concont	Ctoff 2rd Dorty	Danar /Flastronia	6 years after Landlord cancels service
		-	To other extra services	Consent	Staff, 3rd Party	Paper /Electronic	canceis service
							6 years after Landlord
			To provide details to contractor	Contract fulfillment	Contractors, staff,	Software system	cancels service
			To provide details to contractor	Contract runnincht	contractors, starr,	Software system	cariceis service
							6 years after Landlord
			To chase rent arrears	Contract fulfillment	Staff	Paper / electronic	cancels service
			If Legal action is needed, for		Solicitor, Court		6 years after Landlord
			example possession claim	Legal Work		Paper / electronic	cancels service
					Staff, landlords, back		
		Face to face, email, tel, online			up / cloud / software		
Applicant Tenant Name	Staff/Website host	registration	To add to database	Consent	provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff, landlords	Software system	7 months after enquiry
			To give to landlord	Consent	Landlord	Paper / electronic	7 months after enquiry
					Chaff lands on / all 11/		
			T	C	Staff, back up / cloud /		7
			To create a tenant record	Consent		Software system	7 months after enquiry
			To exects application process	Concent	Staff, back up / cloud	Coftware system	7 months often engiting
			To create application process	Consent	provider Staff, back up / cloud	Software system	7 months after enquiry
			To create Tenancy Agreement	Consont	provider	Paper / electronic	7 months after enquiry
			To create Tenancy Agreement	Consent	provider	raper / electronic	7 months after enquiry

			To carry out Right to Rent checks	Legal obligation	Staff / landlord	paper / electronic	7 months after enquiry
Annlicent Tonout		Face to face amail tal anline			Staff, landlords, back		
Applicant Tenant contact details	Staff	Face to face, email, tel, online registration	To add to database	Consent	up / cloud provider	Software system	7 months after enquiry
contact details	Stati	registration	To add to database	Consent	up / cloud provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff, landlords	Software system	7 months after enquiry
			To give to or discuss with landlord	Consent	Landlord	Paper / electronic	7 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	7 months after enquiry
			To create a tenant record	Consent	staff, back up / cloud provider	Software system	7 months after enquiry
			To create application process	Consent	Staff,	Software system	7 months after enquiry
			To create Tenancy Agreement	Consent	Staff & landlord	Paper / electronic	7 months after enquiry
			To carry out Right to Rent checks	Legal obligation	Staff & landlord	paper / electronic	7 months after enquiry
			Referencing	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.		7 months after enquiry
			recrements	Contract running	Staff, Credit check Co., landlord, referencing	paper y electronic	7 months arter enquiry
			Referees privacy	Contract fulfillment	co.	paper / electronic	7 months after enquiry
JGL ADMIN							
Contractor Name	Staff/website host	Face to face, email, tel, online registration	To add to database	Consent	Staff, Tenants, Landlords, 3rd Party	paper / electronic	4 weeks after they inform us they no longer want us to offer them work
			To be able to contact contactor	Contract fulfilment	Staff, Tenants, Landlords, 3rd Party	Software system	4 weeks after they inform us they no longer want us to offer them work
			To give details to tenant	Contract fulfilment	Staff, Tenants, Landlords, 3rd Party	paper / electronic	4 weeks after they inform us they no longer want us to offer them work

							4 weeks after they
							inform us they no
Contractor contact		Face to face, email, tel, online			Staff, Tenants,		longer want us to offer
details	Staff/website host	registration	To add to database	Consent	Landlords, 3rd Party	paper / electronic	them work
							4 weeks after they
							inform us they no
					Staff, Tenants,		longer want us to offer
			To contact contractor	Contract fulfilment	Landlords, 3rd Party	Software system	them work
							4 weeks after they
							inform us they no
					Staff, Tenants,		longer want us to offer
			To send worksheets	Contract fulfilment	Landlords, 3rd Party	paper / electronic	them work
							4 weeks after they
							inform us they no
							longer want us to offer
			To process payments	Contract fulfilment	Staff	paper / electronic	them work
							4 weeks after they
							inform us they no
							longer want us to offer
			To create contract	Contract fulfilment	Staff	paper / electronic	them work
							4 weeks after they
							inform us they no
							longer want us to offer
			To give details to tenant	Contract fulfilment	Staff, Tenants	paper / electronic	them work
							4 weeks after they
							inform us they no
							longer want us to offer
			Referencing	Consent	Staff	paper / electronic	them work
							4 weeks after they
							inform us they no
							longer want us to offer
			Referees privacy	Consent	Staff	paper / electronic	them work
							A period after
Staffing	Directors		CV Retention	Contractual	Staff	Paper, Electronic	employment ends
							A period after
Staff	Directors		Contact information	Contract fulfilment	Directors	paper / electronic	employment ends
							A period after
			Bank details	Contract fulfilment	Directors	paper / electronic	employment ends

							A period after
			Performance records	Contract fulfilment	Directors	paper / electronic	employment ends
Sales							
Sales (Applicant) Vendor's Name	Staff/website host	In office, over the phone, email, self-registration, Owner application form	To add to database	Consent	Staff, back up / cloud provider	Software system	2 years after enquiry or 6 years after sale
			To use on Terms of Business	Contract fulfilment	Staff	paper / electronic	2 years after enquiry or 6 years after sale
			Add to Sales Management Software	Contract fulfilment	Staff	Software system	2 years after enquiry or 6 years after sale
			Anti Money Laundering checks	Legal obligation	Staff	paper / electronic	2 years after enquiry or 6 years after sale
			Able to contact vendor	Contract fulfilment	Staff	Software system	2 years after enquiry or 6 years after sale
			To offer extra services	Consent	Staff, 3rd Party	paper / electronic	2 years after enquiry or 6 years after sale
			If Legal Action is needed	Legal obligation	Staff, Solicitor, Court Services	paper / electronic	2 years after enquiry or 6 years after sale
			To use on sales contract	Legal obligation	Staff, Solicitor, Court Services	paper / electronic	2 years after enquiry or 6 years after sale
			Services	Contract fulfilment	Council Tax & utility providers	paper / electronic	2 years after enquiry or 6 years after sale
Vendors Passport	Staff	In office face to face	Anti money laundering checks	Legal obligation	Staff	paper / electronic	2 years after enquiry or 6 years after sale
Sales Vendor's (Applicant) contact details	Staff	In office, over the phone, email, self-registration, Owner application form	To use on Terms of Business	Contract fulfilment	Staff	paper / electronic	2 years after enquiry or 6 years after sale
			Add to Sales Management Software		Staff		2 years after enquiry or 6 years after sale

	1		ı				
			Anti Money Laundering checks	Legal obligation	Staff	paper / electronic	2 years after enquiry or 6 years after sale
			Able to contact vendor	Contract fulfilment	Staff	Software system	2 years after enquiry or 6 years after sale
			To use on sales contract	Contract fulfilment	Staff, Solicitor	paper / electronic	2 years after enquiry or 6 years after sale
			Services	Contract fulfilment	Council Tax & utility providers	paper / electronic	2 years after enquiry or 6 years after sale
Sales (Applicant) Purchasers name	Staff	In office, over the phone, email, self-registration, Owner application form	To add to database	Consent	Staff, back up / cloud provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff, Owners	Software system	7 months after enquiry
			To give to or discuss with Owner	Consent	Owner	Paper / electronic	7 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party Staff, back up / cloud	Paper / electronic	7 months after enquiry
			To create a purchaser record	Consent	provider	Software system	7 months after enquiry
			To create application process	Consent	Staff,	Software system	7 months after enquiry
Sales (Applicant) Purchasers contact details	Staff	In office, over the phone, email, self-registration, Owner application form	To add to database	Consent	Staff, Owners, back up / cloud provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff, Owners	Software system	7 months after enquiry
			To give to or discuss with Owner	Consent	Owner	Paper / electronic	7 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party Staff, back up / cloud	Paper / electronic	7 months after enquiry
			To create a purchaser record	Consent		Software system	7 months after enquiry
			To create application process	Consent	Staff,	Software system	7 months after enquiry

Sales (Applicant)		In office, Over phone, Face to	To add to Sales Management		Staff, Owners, back up		
Purchaser's name	Staff	face, email, tel	Software	Contract fulfilment		Software system	7 months after enquiry
			To be able to contact app. e.g sales				
			information	Contract fulfilment	Staff, Owners	Software system	7 months after enquiry
			To give to or discuss with Owner	Contract fulfilment	Owner	Paper / electronic	7 months after enquiry
			To send sales details to	Contract fulfilment	Staff, 3rd party	Paper / electronic	7 months after enquiry
					Staff, back up / cloud	, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,
			To create a purchaser record	Contract fulfilment	provider	Software system	7 months after enquiry
			To create sales process	Contract fulfilment	Staff,	Software system	7 months after enquiry
			To create Sales Agreement	Contract fulfilment	Staff, Solicitor	Paper / electronic	7 months after enquiry
			To carry out Anti Money Laundering checks	Legal obligation	Staff	paper / electronic	7 months after enquiry
Sales Purchasers contact details	Staff	In office, Over phone, Face to face, email, tel	To add to Sales Management Software	Contract fulfilment	Staff, Owners, back up / cloud provider	Software system	6 years after Sale
			To be able to contact app e.g with sales information	Contract fulfilment	Staff, Owners	Software system	6 years after Sale
			To send sales details to	Contract fulfilment	Staff, 3rd party	Paper / electronic	6 years after Sale
			To create a purchaser record	Contract fulfilment	Staff, back up / cloud provider	Software system	6 years after Sale
			To create Sales process	Contract fulfilment	Staff,	Software system	6 years after Sale
			To create Sales Agreement	Contract fulfilment	Staff, Solicitor	Paper / electronic	6 years after Sale
			To carry out Anti Money Laundering checks	Legal obligation	Staff	paper / electronic	6 years after Sale
JGL Sporting Links							
		In office, over the phone, email, self-registration, tenant			Landlord, staff, local authority & utilities,		6 years after tenant
Golf Tenant name	Staff/website host	application form	To use on contract	Contract fulfillment	contractors,	Paper / electronic	leaves
			Add to property management		Staff, Contractors,		6 years after tenant
			software	Contract fulfillment	Software provider	Software	leaves

					Credit check Co.,		
					Employer, current		
							C
			Defense din e	Combined Calcillation	landlord, referencing		6 years after tenant
			Referencing	Contract fulfillment	co.	paper / electronic	leaves
			To be able to contact tenant e.g.				6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	Software system	leaves
							Within a month of the
			To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	end of tenancy
					Solicitor, Court		6 years after tenant
			If legal action is needed	Legal work	Services	Paper / electronic	leaves
		In office, over the phone, email,			Landlord, staff, local		
Golf Tenant contact		self-registration, tenant			authority & utilities,		6 years after tenant
details	Staff/website host	application form	To use on contract	Contract fulfillment	contractors,	Paper / electronic	leaves
					Staff, Contractors,		6 years after tenant
			Add to management software	Contract fulfillment	Software provider	Software	leaves
					Staff Credit check Co.,		
					Employesr, current		
					landlord, referencing		6 years after tenant
			Referencing	Contract fulfillment	co.	paper / electronic	leaves
			To be able to contact tenant e.g.			, , , , , , , , , , , , , , , , , , , ,	6 years after tenant
			property management	Contract fulfillment	Contractors, staff,	Software system	leaves
			property management	contract running it		Software System	Within a month of the
			To offer extra services	Consent	staff, 3rd party	Paper / electronic	end of tenancy
			If Legal action is needed, for	Consent	Solicitors, Court	raper / electronic	6 years after tenant
			example possession claim	Legal Work	Services	Paper / electronic	leaves
			example possession claim	Legai WOIK	Services	raper / electronic	leaves
Golf Tenant Next of Kin			Contact in case of amorgana				6 years after tenant
		Tanant amplication forms	Contact in case of emergency	I anikimaka inkawas	Chaff Dublic hadias	Daman / alastuania	· ·
	Staff	Tenant application form	alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	leaves
Other returned					0. 66 1 11 1	_ , , , ,	6 years after tenant
references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	leaves
		In office, over the phone, email,					6 years after Landlord
Golf Landlord name	Staff/Online Regsitration	self-registration	To use on contract	Contract fulfillment	Staff, contractors,	Paper /Electronic	end of tenancy
							6 years after Landlord
			To be able to contact landlord	Contract fulfillment	Staff, contractors,	Software system	end of tenancy
							6 years after Landlord
			To offer extra services	Consent	Contractors, staff,	Paper /Electronic	end of tenancy

			If legal action is needed	Legal work	Staff, Solicitors, Court Services	Paper /Electronic	6 years after Landlord end of tenancy
Golf Landlord contact details		In office, over the phone, email, self-registration	To use on contract	Contract fulfillment	Staff	Paper /Electronic	6 years after Landlord end of tenancy
			To be able to contact landlord	Contract fulfillment	Staff, contractors,	Software system	6 years after Landlord end of tenancy
			To offer extra services	Consent	Staff, 3rd Party	Paper /Electronic	6 years after Landlord end of tenancy
			To provide details to contractor	Contract fulfillment	Contractors, staff,	Software system	6 years after Landlord end of tenancy
			To chase rent arrears	Contract fulfillment	Staff	Paper / electronic	6 years after Landlord end of tenancy
			If Legal action is needed, for example deposit claim	Legal Work	Solicitor, Court Services	Paper / electronic	6 years after Landlord end of tenancy
Golf Tenant Applicant		In office, over the phone, email, self-registration	To add to database	Consent	Staff, landlords, back up / cloud / software provider	Software system	12 months after enquiry
			To be able to contact app.	Consent	Staff, landlords	Software system	12 months after enquiry
			To give to landlord	Consent	Landlord	Paper / electronic	12 months after enquiry
			To create a tenant record	Consent		Software system	12 months after enquiry
			To create application process	Consent	Staff, back up / cloud provider Staff, back up / cloud	Software system	12 months after enquiry 12 months after
			To create Tenancy Agreement	Consent	provider	Paper / electronic	enquiry
Golf Tenant Applicant contact details	Staff/Website host	In office, over the phone, email, self-registration	To add to database	Consent	Staff, landlords, back up / cloud provider	Software system	12 months after enquiry
			To be able to contact app.	Consent	Staff, landlords	Software system	12 months after enquiry

							12 months after
			To give to or discuss with landlord	Consent	Landlord	Paper / electronic	enquiry
							12 months after
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	enquiry
					staff, back up / cloud		12 months after
			To create a tenant record	Consent	provider	Software system	enquiry
							12 months after
			To create application process	Consent	Staff,	Software system	enquiry
							12 months after
			To create Tenancy Agreement	Consent	Staff & landlord		enquiry
					Staff, Credit check Co.,		
					landlord, referencing		12 months after
			Referencing	Contract fulfillment			enquiry
					Staff, Credit check Co.,		
					landlord, referencing		12 months after
			Referees privacy	Contract fulfillment	co.	paper / electronic	enquiry
Golf Applicant Landlord		In office, over the phone, email,			Staff, back up / cloud		12 months after
Name	Staff/Website host	self-registration	To add to database	Consent	/ software provider	Software system	enquiry
							12 months after
			To be able to contact app.	Consent	Staff	Software system	enquiry
			To be able to give to a Tenant if Let				12 months after
			only Agreement	Consent	Staff / tenant	Software system	enquiry
					Staff, back up / cloud /		12 months after
			To create a Landlord record	Consent		Software system	enquiry
					Staff, back up / cloud		12 months after
			To create property record	Consent	provider	Software system	enquiry
							42 11 6
					Staff, back up / cloud		12 months after
			To create Tenancy Agreement	Consent	provider/ Tenant	Paper / electronic	enquiry
Calf Amaliaant Lag II and		la effice eventhe above			Chaff hash wa / clavel		12
Golf Applicant Landlord		In office, over the phone, email,	To add to detabase	Canana	Staff, back up / cloud	Caftunana	12 months after
contact details	Staff/Website host	self-registration	To add to database	Consent	provider	Software system	enquiry
			To be able to contact and	Concent	Ctoff	Coftware system	12 months after
			To be able to contact app.	Consent	Staff	Software system	enquiry
			To soud markating datails to	Concent	Ctoff 2rd north	Danar / alastra:	12 months after
			To send marketing details to	Consent		Paper / electronic	enquiry 12 months after
			To erecte a Landle of record	Concent	staff, back up / cloud	Coftware	
			To create a Landlord record	Consent	provider	Software system	enquiry

					12 months after
	To create application process	Consent	Staff,	Software system	enquiry
					12 months after
	To create Tenancy Agreement	Consent	Staff & Tenant	Paper / electronic	enquiry