

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

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

			To create property record	Consent	Staff, back up / cloud provider	Software system	7 months after enquiry
			To create Tenancy Agreement	Consent	Staff, back up / cloud 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 contact details	Staff/Website host	Face to face, email, tel	To add to database	Consent	Staff, back up / cloud provider	Software system	7 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	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 & Tenant	Paper / electronic	7 months after enquiry
			To carry out Anti Money Laundering checks	Legal obligation	Staff	paper / electronic	7 months after enquiry
Landlord name	Staff/Website host		To use on contract	Contract fulfillment	Staff, local authority & utilities, contractors,	Paper /Electronic	6 years after Landlord cancels service
			To be able to contact landlord	Contract fulfillment	Staff, local authority & utilities, contractors,	Software system	6 years after Landlord cancels service
			To use on deposit prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper /Electronic	6 years after Landlord cancels service
			To offer extra services	Consent	Contractors, staff,	Paper /Electronic	6 years after Landlord cancels service

			If legal action is needed	Legal work	Staff, Solicitors, Court Services	Paper /Electronic	6 years after Landlord cancels service
Landlord contact details	Staff/Website host		To use on contract	Contract fulfillment	Staff	Paper /Electronic	6 years after Landlord cancels service
			To be able to contact landlord	Contract fulfillment	Staff, local authority & utilities, contractors,	Software system	6 years after Landlord cancels service
			To use in prescribed information	Legal obligation	Staff, Deposit scheme, relevant person	Paper /Electronic	6 years after Landlord cancels service
			To offer extra services	Consent	Staff, 3rd Party	Paper /Electronic	6 years after Landlord cancels service
			To provide details to contractor	Contract fulfillment	Contractors, staff,	Software system	6 years after Landlord cancels service
			To chase rent arrears	Contract fulfillment	Staff	Paper / electronic	6 years after Landlord cancels service
			If Legal action is needed, for example possession claim	Legal Work	Solicitor, Court Services	Paper / electronic	6 years after Landlord cancels service
Applicant Tenant Name	Staff/Website host	Face to face, email, tel, online registration	To add to database	Consent	Staff, landlords, back up / cloud / software 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
			To create a tenant record	Consent	Staff, back up / cloud / software provider	Software system	7 months after enquiry
			To create application process	Consent	Staff, back up / cloud provider	Software system	7 months after enquiry
			To create Tenancy Agreement	Consent	Staff, back up / cloud provider	Paper / electronic	7 months after enquiry

			To carry out Right to Rent checks	Legal obligation	Staff / landlord	paper / electronic	7 months after enquiry
Applicant Tenant contact details	Staff	Face to face, email, tel, online registration	To add to database	Consent	Staff, landlords, back 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.	paper / electronic	7 months after enquiry
			Referees privacy	Contract fulfillment	Staff, Credit check Co., landlord, referencing 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

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

			Performance records	Contract fulfilment	Directors	paper / electronic	A period after 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	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 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	Paper / electronic	7 months after enquiry
			To create a purchaser 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
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	Paper / electronic	7 months after enquiry
			To create a purchaser 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

Sales (Applicant)							
Purchaser's name	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	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
			To create a purchaser record	Contract fulfilment	Staff, back up / cloud 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							
Golf Tenant name	Staff/website host	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfilment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			Add to property management software	Contract fulfilment	Staff, Contractors, Software provider	Software	6 years after tenant leaves

			Referencing	Contract fulfillment	Credit check Co., Employer, current landlord, referencing co.	paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
			To offer extra services - insurance	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
			If legal action is needed	Legal work	Solicitor, Court Services	Paper / electronic	6 years after tenant leaves
Golf Tenant contact details	Staff/website host	In office, over the phone, email, self-registration, tenant application form	To use on contract	Contract fulfillment	Landlord, staff, local authority & utilities, contractors,	Paper / electronic	6 years after tenant leaves
			Add to management software	Contract fulfillment	Staff, Contractors, Software provider	Software	6 years after tenant leaves
			Referencing	Contract fulfillment	Staff Credit check Co., Employesr, current landlord, referencing co.	paper / electronic	6 years after tenant leaves
			To be able to contact tenant e.g. property management	Contract fulfillment	Contractors, staff,	Software system	6 years after tenant leaves
			To offer extra services	Consent	staff, 3rd party	Paper / electronic	Within a month of the end of tenancy
			If Legal action is needed, for example possession claim	Legal Work	Solicitors, Court Services	Paper / electronic	6 years after tenant leaves
Golf Tenant Next of Kin details	Staff	Tenant application form	Contact in case of emergency alternative correspondence address	Legitimate interest	Staff, Public bodies	Paper / electronic	6 years after tenant leaves
Other returned references	Credit Check Co, agent	Email, online, hardcopy	To assess suitability	Contract fulfillment	Staff, landlord	Paper / electronic	6 years after tenant leaves
Golf Landlord name	Staff/Online Regsitation	In office, over the phone, email, self-registration	To use on contract	Contract fulfillment	Staff, contractors,	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	Contractors, staff,	Paper /Electronic	6 years after Landlord 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	Staff/Online Regsitation	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 Name	Staff/Online Regsitation	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	Staff, back up / cloud / software provider	Software system	12 months after enquiry
			To create application process	Consent	Staff, back up / cloud provider	Software system	12 months after enquiry
			To create Tenancy Agreement	Consent	Staff, back up / cloud provider	Paper / electronic	12 months after 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

			To give to or discuss with landlord	Consent	Landlord	Paper / electronic	12 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	12 months after enquiry
			To create a tenant record	Consent	staff, back up / cloud provider	Software system	12 months after enquiry
			To create application process	Consent	Staff,	Software system	12 months after enquiry
			To create Tenancy Agreement	Consent	Staff & landlord	Paper / electronic	12 months after enquiry
			Referencing	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	paper / electronic	12 months after enquiry
			Referees privacy	Contract fulfillment	Staff, Credit check Co., landlord, referencing co.	paper / electronic	12 months after enquiry
Golf Applicant Landlord Name	Staff/Website host	In office, over the phone, email, self-registration	To add to database	Consent	Staff, back up / cloud / software provider	Software system	12 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	12 months after enquiry
			To be able to give to a Tenant if Let only Agreement	Consent	Staff / tenant	Software system	12 months after enquiry
			To create a Landlord record	Consent	Staff, back up / cloud / software provider	Software system	12 months after enquiry
			To create property record	Consent	Staff, back up / cloud provider	Software system	12 months after enquiry
			To create Tenancy Agreement	Consent	Staff, back up / cloud provider/ Tenant	Paper / electronic	12 months after enquiry
Golf Applicant Landlord contact details	Staff/Website host	In office, over the phone, email, self-registration	To add to database	Consent	Staff, back up / cloud provider	Software system	12 months after enquiry
			To be able to contact app.	Consent	Staff	Software system	12 months after enquiry
			To send marketing details to	Consent	Staff, 3rd party	Paper / electronic	12 months after enquiry
			To create a Landlord record	Consent	staff, back up / cloud provider	Software system	12 months after enquiry

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