

Data Analysis

Data Analysis

1.0	Data Purpose	The letting of a property.	
2.0	Data Controller	Barton Wyatt Ltd	
3.0	Data Representative's Contact Details	1. Name – James Wyatt 2. Email – data.protection@bartonwyatt.co.uk 3. Telephone N ^o - 01344 843 000	
4.0	Category of Data Subject(s) covered by this purpose	Landlord	
5.0	Data Collected	Personal Data: <ol style="list-style-type: none"> 1. Name (+ those of any other legal owner) 2. Address, (both of the property and for correspondence) 3. Telephone Number(s) 4. Email Address 5. Tenants details if occupied – name / email / telephone 6. Proof of ID (Passport) 7. Land Registry (proof of ownership) 8. Bank Details to pay rent 9. Insurance Policy Details Other non-Personal Data Collected as part of this “Purpose” <ol style="list-style-type: none"> 1. Property details 	
6.0	Lawful Basis	(place an X against the chosen basis – only one)	
6.1.	Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law		
6.2.	Vital interests: the processing is necessary to protect someone's life		
6.3.	Legal obligation: the processing is necessary for you to comply with the law (this does not include contractual obligations - above)		
6.4.	Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract	✓	
6.5.	Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests (Legitimate Interests Assessment)		
6.6.	Consent: the individual will be required to give clear consent for you to process their personal data for a specific purpose.		

7.0	Retention Policy	Data regarding the property let will be retained until the end of the financial year in which the letting agreement ends and for further 6 years thereafter.	
8.0	Retention Justification	HMRC requires the agent retain information regarding the let in accordance with financial recording keeping and accountancy requirements.	
9.0	Privacy Notice	Reference or Hyperlink	
10.0	Potential Future Uses	10.1. Periodical marketing activity under Privacy and Electronic Communications Regulations	

Letting Agreement

Data Subject Rights

	To be Informed	Access	Rectification ¹	Erasure ²	Restrict Processing ³	Data Portability ⁴	Objection ⁵	Automated Decision – making / Profiling ⁶
Public Task	✓	✓	✓	✗	✓	✗	✓	N/A
Vital Interest	✓	✓	✓	✗	✓	✗	✗	N/A
Legal Obligation	✓	✓	✓	✗	✓	✗	✗	N/A
Contract	✓	✓	✓	✗ ⁷	✓	✓	✗	See Note
Legitimate Interest	✓	✓	✓	✓	✓	✗	✓	N/A
Consent	✓	✓	✓	✓	✓	✓	✓	See Note

¹ Data does not have to be rectified if the “[request is manifestly unfounded or excessive.....](#)”

² Basically, data can only continue to be held if there is an overriding justification. [For more detailed guidance see the ICO website.](#)

³ In basic terms you retain (record) the data but do nothing with it except store it. This is often a prelude to facilitating another Right.

⁴ For more information visit the [ICO website](#).

⁵ The Right to Object is absolute in connection with Direct Marketing, but in other situations it is not necessarily absolute. More information regarding the Right to Objection is available on the [ICO Website](#).

⁶ Automated decision making should only be taking place if necessary for the performance of a contract or authorised by the Member State or with the Data Subject’s expressed consent. More information is available on the [ICO Website](#).

⁷ Depends on the retention justification. See point 2 above.

Data Mapping

Inbound Data

11.0	Data Sources (Note – where personal data comes indirectly into the Company the Data Subject must be advised within a reasonable period (no greater than one month) that Barton Wyatt is holding their personal data)		
	Name of data source	Direct	Indirect
11.1.	Already known to the Company following initial registration	✓	
11.2.			
11.3.			

Internal Activities

12.0	Information Asset Register	
	Activity / Purpose	Location
12.1.	Veco CRM database (on premise server)	Office
12.2.	Employees own “day book”	Office (both Letting and Property Management)
12.3.	Office diary (paper based)	Office (both Letting and Property Management)
12.4.	MS Outlook (emails and calendar)	Office (both Letting and Property Management)
12.5.	Accounts / finance team (ledgers & files)	Office
12.6.		
12.7.		

Outbound Activities

13.0	Data Sharing				
	Name of third party	Referenced in Privacy	Transfer Outside	Documented Terms &	Retention Period

		Statement	EEA	Conditions	
13.1.	Eurolink Technology Ltd (Veco)	YES / NO		YES / NO	
13.2.	OneCom Ltd (support to on premise server)	YES / NO		YES / NO	
13.3.	Jaijo Ltd (web developers)	YES / NO		YES / NO	
13.4.	In Touch Display Ltd (office window touch screen)	YES / NO		YES / NO	
13.5.	Right Move - Portal	YES / NO		YES / NO	
13.6.	On The Market - Portal	YES / NO		YES / NO	
13.7.	Floorplans / Photographs / EPC – various contractors	YES / NO		YES / NO	
13.8.	Tenant (to draw up the Tenancy Agreement)	YES / NO		YES / NO	
13.9.	Maintenance Contractors (as advised when tasked)	YES / NO		YES / NO	
13.10.	Wilkins Kennedy LLP - Accountants	YES / NO		YES / NO	
13.11.	The Property Ombudsman (as necessary)	YES / NO		YES / NO	
13.12.		YES / NO		YES / NO	
13.13.		YES / NO		YES / NO	
13.14.		YES / NO		YES / NO	
<p>Note: Where a third party can not be specifically referenced (named) thought should be given as to how this “party” might be specifically referenced elsewhere, so the data subject can know who (specifically) their data will be shared with and this referencing mechanism should be included in the Privacy Notice.</p>					

Legitimate Interests Assessment

LIA (where applicable – Para 5.5)

1. What is the Legitimate Interest being claimed:	N/A
2. Is this processing necessary? (Justification):	N/A
3. Balance the benefits to the Business versus the Risks to the Data Subjects Privacy and Rights (Risk Assessment):	N/A