

Data Analysis

Data Analysis

1.0	Data Purpose	The renting of a property.
2.0	Data Controller	Barton Wyatt Ltd
3.0	Data Representative's Contact Details	<ol style="list-style-type: none"> 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	Tenant
5.0	Data Collected	<p>Personal Data:</p> <ol style="list-style-type: none"> 1. Name 2. Address 3. Telephone Number(s) 4. Email Address 5. Corporate let – letter from Company 6. Individual let: 7. Proof of ID (Right to Rent) – Passport & Visa 8. Bank Account details – for referencing and repayment of deposit <p>Other non-Personal Data Collected as part of this “Purpose”</p> <ol style="list-style-type: none"> 1. Employers 2. Accountants 3. Lawyers 4. Agents who have managed previous tenancies
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 tenancy 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	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.		
12.8.		
12.9.		

Outbound Activities

13.0 Data Sharing					
	Name of third party	Referenced in Privacy Statement	Transfer Outside EEA	Documented Terms & Conditions	Retention Period
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.	Landlord (to draw up the Tenancy Agreement)	YES / NO		YES / NO	
13.4.	Employers, Accountants, Banks, Lawyers and previous managing agents for referencing purposes	YES / NO		YES / NO	
13.5.	Maintenance Contractors (as advised when tasked)	YES / NO		YES / NO	
13.6.	Wilkins Kennedy LLP - Accountants	YES / NO		YES / NO	
13.7.	The Property Ombudsman (as necessary)	YES / NO		YES / NO	
13.8.		YES / NO		YES / NO	
13.9.		YES / NO		YES / NO	
13.10.		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