

whose data do we collect	what data do we collect	What is the lawful basis	what is the purpose	how long do we keep it for	who do we share it with	how do they opt out	does someone else process the data?
<b>home run landlords</b>	title, first name, surname, email address, telephone numbers, fax number, home address, company name, property addresses,	contractual	meet contractual obligations to comply with our minimum standards	two years approx. after last contact (subject to expiry of most recent tenancy contracted through home run)	students accessing the housing list (limited to name, email address and telephone number)	contractual arrangement, but can unsubscribe from mailing list	studentpad
<b>home let landlords</b>	title, full name, home address, telephone numbers, email address, bank account details (account name, account number, sort code), next of kin, photo ID, property address to let	contractual	property management/tenant find service	six years after last tenancy ends	debt collector or solicitor for unpaid fees, government agency, utility suppliers, council, contractor if invoice unpaid	end contract	letmc, bank
<b>home let landlords next of kin</b>	full name, address, telephone number, email address	legitimate interest	used if unable to contact landlord during emergency	six years after last tenancy ends	n/a	they can't	no
<b>guarantors</b>	full name, address, telephone number, email address, date of birth, six years' worth of addresses	contractual	to include on tenancy agreement to be used in event of rent arrears	six years after tenancy ends	tenants, landlord and other joint guarantors	they can't	letmc, nla (credit check)
<b>job applicants</b>	names, addresses, email phone number, employment history, education history, convictions, disability	consent, contractual	recruitment	one year	possibly recruitment consultants	they can't yet	no
<b>referees</b>	name, role, employer, address, email, phone number	there isn't one	recruitment	one year		at point of reference request	no
<b>box office customer details - purchase only</b>	name, email, phone number, address, age, gender, disability needs	consent, contractual	purchase of a product - entry to venue	if not a current member, there is no time limit. get ticketabc to remove data after eight weeks	third party ticket retailers - only if they bought a third party ticket	they can't yet	sagepay, paypal, ticketabc
<b>box office customer details - register</b>		contractual	purchase of product, ease of future purchase, entry to venue	until event	hard copy	change and unregister on-site	sagepay, paypal, ticketabc
<b>box office customer details - subscribe</b>	name, email, phone number, address, purchase history, age, gender	consent	future marketing opportunities - mailing list	customers can unsubscribe - unsubscribe is clear and obvious at time of subscription and on emails	no-one	they can select unsubscribe on an email	mailchimp
<b>box office customer details - disability record</b>	name, address, email, proof of disability	contract	access to carers ticket	one month after show	no one,	we remove anyway	no
<b>event customers</b>	CCTV images, body cams, name, address, statement, ID	criminal activity, legal obligation under license	for the safety and security of customers and staff	28 days	the police, campus security	they can't	no
<b>suppliers</b>	invoices, addresses, phone numbers, emails	contractual	to make payments, keep in contact	deletion at end of contract	no one	they can't	fidelity
<b>suppliers and reps</b>	business cards, addresses, phone number emails	consent, contractual	to keep in contact	deletion at the end of contract, get new rep	no one	they can't	no.

<b>commercial partners</b>	names, company addresses, amount of money paid for services for our contracts.	contractual	for us to sell them a service	there is no procedure in place, but I have found contracts that are two years old.	zoe, bryony and inna.	they can decide to not renew a contract once the timespan of their contractual agreement ends.	no
<b>customers - lost property</b>	personal documents, bankcards, ID, phones		lost property	28 days	management team, police	they can't yet	no
<b>customers - complaints</b>	name, email, phone number, descriptions	contractual	record & evidence grievance	indefinitely	permanent staff, security, SMT, box office	they don't	SMT, box office
<b>suppliers</b>	invoices, addresses, phone numbers, emails	contractual	to make payments, keep in contact	deletion at end of contract	fidelity, union bars, unio, finance, LCR team	they can't yet	finance