

Data Retention Schedule

This schedule details how we use and store different types of data we may hold for you.

Type of data:	Used in connection with:	Stored format:	Duration:	Comments:
Personal contact information provided by you including name, contact telephone no., contact email address.	Request for a viewing of a property	Message via the Bath StudentPad platform, via email to us or via the website all stored within password-protected accounts accessible only by the authorised representatives of the company	Maximum: 7 years	For carrying out our core business, accounting, debt pursual and credit worthiness & business analysis purposes only.
Personal information including the above and in addition home address, student status, copy of personal ID document	Application for a tenancy agreement	Electronic document stored as attachment to original email, paper format where provided by you, and digitally in password/passcode protected files on company IT hardware/laptop computers accessible only by the authorised representatives of the company	Maximum: 7 years	For carrying out our core business, accounting, debt pursual and credit worthiness & business analysis purposes only.
Guarantor's personal information including name, address, contact email address, contact telephone no., employment information, residency status, other relevant financial information	Application for a tenancy agreement	Electronic document stored as attachment to original email, paper format where provided by you, and digitally in password/passcode protected files on company IT hardware/laptop computers accessible only by the authorised representatives of the company	Maximum: 7 years	For carrying out our core business, accounting, debt pursual and credit worthiness & business analysis purposes only.
Witness' personal information	Application for a tenancy agreement	Electronic document stored as attachment to original email, paper format where provided by	Maximum: 7 years	



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		you, and digitally in password/passcode protected files on company IT hardware/laptop computers accessible only by the authorised representatives of the company		
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