

Annex J: Tenants

We will collect many types of information about you. The information below is a summary of the types of data we will collect, our reasons for collecting this data, the lawful basis on which we will process this data and the period of time for which we will retain this data.

Full information about our processing of your data is set out in the attached Register of Processing Activity and we strongly recommend that you consult this.

Categories of personal data we collect about you and why we collect it

The sorts of personal data we collect about you include records of or information about:

- The contact details that you provide to us, including names, email addresses, addresses and telephone numbers.
- Copies of passports, proof of address, visas and other immigration data.
- Details of your tenancy agreement with us including duration of tenancy, payments due under the agreement and any communications negotiating or discussing our tenancy agreement with you.
- Your financial details, including bank account number(s), sort code(s), BACS IDs, NI numbers, tax codes, payslips and similar data to ensure any payments due under the tenancy agreement can be processed and, where applicable, returned to you.
- Details of your relationship to the College, including details of any fellowship, position, role within the College and faculty, contract terms, salary, benefits and entitlements.
- Residential status information including current address, previous address(es) and time at those addresses, alternative address (where relevant), names of others you live with, previous residential status, previous landlord or letting agent and their contact details and previous rent or mortgage payments and mortgage provider (if applicable).
- Landlord references, if we are asked to provide a reference for you.
- Details relating to your tenancy and how the property will be used, such as the number of type of pets you own, names and ages of your children.
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your tenancy. Relevant criminal convictions or charges are those that indicate you might pose an unacceptable risk to other tenants.
- Details of any medical issues and/or disabilities that you have notified to us, including any consideration and decision on reasonable adjustments made as a result.
- Records regarding investigations prompted by, involving or relating to you which may impact on your suitability as a tenant of the College.

Some of our tenants come to us via Finders Keepers Agents. For those tenants from Finders Keepers the personal data we collect is more limited than the list above. Information for Finders Keepers tenants will also be collected by Finders Keepers and those tenants should also consult the Privacy Notice from Finders Keepers for further information.

Sources of your personal data

Data is generated by us or obtained from you.

The legal basis on which we process your data

We will process your personal data on the basis of our contract with you or on the basis of the College's and/or someone else's legitimate interests, except where those interests are overridden by your data protection rights and freedoms.

The College has a number of legitimate interests, for example in operating your tenancy agreement and ensuring the property is suitable for occupation by you and those you choose to live with, including when considering whether reasonable adjustments to the property need to be made.

Processing of sensitive category data is necessary for reasons of substantial public interest and to enable the College to avoid breaching its obligations under legislation.

Additional information including processing of data relating to criminal convictions

The College will hold information about criminal convictions or allegations where incidents are alleged to have occurred on College property, or involved members of, or visitors to, the College. All such processing meets a condition in Part 2 of Schedule 1 to the Data Protection Act 2018.

Retention of your data

The period for which we retain your data will depend on the specific type of data. Some records e.g. information about your tenancy agreement, records of receipt of payment of rent and your contact details will be retained for 6 years after the end of the academic year when your tenancy or licence ends. Other types of information may only be held for six months or a year following the conclusion of the academic year in which your tenancy agreement ends.

We recommend that you consult the College [Register of Processing Activities](#) for details regarding the retention period for specific categories of data.