



## GDPR Checklist: What you need to do & NLA resources

1. Download the NLA's guide for members and model fair processing notice.
2. When collecting new data, adopt a fair processing notice such as the one provided by NLA.
3. Register with the ICO. It only costs £40 for most landlords.
4. Audit existing data.

### NLA Resources:

NLA Webinar

NLA Blog Post

Detailed NLA Guide

NLA GDPR Checklist

NLA GDPR FAQs

NLA Model Fair Processing Notice

# GDPR – Key Questions 1

Ask the following questions about each record, and record the answers:

- **What is the information, is it personal?** In most cases tenancy related information will be names, addresses contact details etc. This all qualifies as personal information.
- **How did I get it?** Was it through an application form, email etc.
- **What do I use it for?** This should provide the legal basis for processing. For instance a copy of a passport is legally required under right to rent, landlords have a legitimate interest in former addresses in order to reference tenants, contact details are necessary to exercise the contract etc.

# GDPR – Key Questions 2

Ask the following questions about each record, and record the answers:

- **How do I store it?** What steps have I taken to ensure security? For instance password protection etc.
- **How long have I held the data?** Do I still need it? How long will I keep it?
- **How will I dispose of it when necessary?**