

Appendix 2



2 Rent Me Property Ltd- Data Retention Periods Guidelines

Data retention periods

The table below sets out retention periods for personal data held and processed by 2 Rent Me Property Ltd, as a letting agent. It is intended to be used as a guide only. 2 Rent Me Property Ltd recognise that not all personal data can be processed and retained for the same duration, and retention will depend on the individual circumstances relative to the data subject whose personal data is stored.

Type of record	Suggested retention time
Records relating to working time	Two years from the date they were made
Council Tax records	10 years
Accident books and records and reports of accidents	Three years after the date of the last entry
Health and safety assessments and records of consultations with safety representatives and committee	Permanently
Applicants for accommodation	Five years
Housing Benefit notifications	Duration of tenancy
Tenancy files	Duration of tenancy
Former tenants' files (key info)	Five years
Third party documents	Duration of tenancy
Records re offenders, ex-offenders (sex offender register)	Duration of tenancy
Lease documents	Five years after lease termination
Anti-social behaviour case files	Five years/end of legal action