

Personal detail	Reason it is requested	Retention period	Receivers
Name/Address			
First name	Necessary for communication	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Maintenance Police Fire department Municipalities Tax Authorities Rental agencies Tenants' organisations Student caretakers Support organisations Bailiffs Security services Homeowners' Associations Software suppliers Accountants Other service providers Prospective tenants
Initials	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Maintenance Police Fire department Municipalities Tax Authorities Rental agencies Tenants' organisations Student caretakers Support organisations Bailiffs Security services Homeowners' Associations Software suppliers Accountants Other service providers Prospective tenants

Infix	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	<ul style="list-style-type: none"> Educational institutions Maintenance Police Fire department Municipalities Tax Authorities Rental agencies Tenants' organisations Student caretakers Support organisations Bailiffs Security services Homeowners' Associations Software suppliers Accountants Other service providers Prospective tenants
Surname	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	<ul style="list-style-type: none"> Educational institutions Maintenance Police Fire department Municipalities Tax Authorities Rental agencies Tenants' organisations Student caretakers Support organisations Bailiffs Security services Homeowners' Associations Software suppliers Accountants Other service providers Prospective tenants
Date of birth	Necessary for tenancy agreement/identification	7 years after end of last tenancy agreement / end of employment / end of agreement	<ul style="list-style-type: none"> Educational institutions Tax Authorities Student caretakers Bailiffs Software suppliers Accountants
Gender	Necessary for identification	7 years after end of last tenancy agreement / end of employment / end of agreement	<ul style="list-style-type: none"> Educational institutions Tax Authorities Student caretakers Bailiffs Software suppliers Accountants

Visiting address, billing address, address for correspondence	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Maintenance Police Fire department Municipalities Tax Authorities Rental agencies Tenants' organisations Student caretakers Support organisations Bailiffs Security services Homeowners' Associations Software suppliers Accountants Other service providers Prospective tenants Verzekeringsmaatschappij
Telephone number	Necessary for identification and communication	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Maintenance Student caretakers Bailiffs Homeowners' Associations Software suppliers Accountants Prospective tenants
E-mail address	Necessary for identification and communication	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Maintenance Student caretakers Bailiffs Homeowners' Associations Software suppliers Accountants
Language	Necessary for communication	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Unique code student	Necessary for identification	7 years after end of last tenancy agreement / end of employment / end of agreement	Educational institutions Software suppliers Accountants
Family information			
Family information (number of adults, number of children)	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants

Status	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Documents tenants			
Copy of passport or identity card	Necessary for tenancy agreement	Until agreement has been approved	Software suppliers Accountants
Proof of study	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Proof of income	Necessary for tenancy agreement	2 years after start of tenancy agreement	Software suppliers Accountants Tax Authorities
Parenting plan	Necessary for tenancy agreement	2 years after start of tenancy agreement	Software suppliers Accountants
Automated e-mails portal	Necessary for tenancy agreement	1 month after sending	Software suppliers Accountants
Documents Xpand	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Signed tenancy agreements	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Other documents E-Content	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants

Messages KCC (KVS)	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Identification numbers			
Social security number	Necessary for documentation Tax Authorities	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Tax Authorities
Student number (domestic / international)	Necessary for campus contract check	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Educational institutions
Contact number (customer number)	Necessary for identification	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
SWW / ROOM registration number	Necessary for identification	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Details educational institution			
Educational institution	Necessary for campus contract check and allocation of Accommodate housing	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Educational institution registration number	Necessary for identification	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Payment details			
Payment method	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Way of payment	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
IBAN, BIC	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs

SWIFT and bank account for tenants outside the EU, IBAN for tenants inside the EU	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
From bank giro transfer (IBAN, bank account number)	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Payment IBAN	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Payment terms	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Caretaker/administrator	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Invoices – possible types: Factuur, Creditnota, Rentefactuur, Sommatie, Verzamelfactuur, Verzamelbrief	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Transactions	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Direct debit-Log (Time, Description, Transaction date, Signature, Invoice)	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Transaction log (also payment history)	Necessary for financial transaction	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Annual income (employment contract / payslips)	Necessary for allocation none-students	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Rent details			

Tenancy agreement contract number, date, type (Shortstay or Campus or Dwelling contract) and status	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs Insurance company Maintenance Educational institutions
Information about subletting	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Customer status (traffic light for status payments)	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants Bailiffs
Conversation notes between DUWO and tenant or internal notes / details misconduct	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Details maintenance (includes reports tenants and employees, agreements)	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Logging use key	Necessary for tenancy agreement	4 weeks, after registration	Software suppliers Accountants
Logging issue and intake of key	Necessary for tenancy agreement	Immediately after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Camera images security cameras	Safety	4 weeks, after registration	Software suppliers Accountants
Logging changes: - Who has done what when	Necessary for control/security	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Logging none-changes (other): - Errors, search behaviour	Necessary for system to operate	4 weeks, after registration	
Contact group (Residents' organisation, Commercial space, Cardea, Newsletter, Educational institution/Invoice recipient educational institution, Supervisory board, holder of resident's permit)	Necessary for tenancy agreement	Immediately after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Urgency reports (for example reports with medical details or legal information)	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants

Energy consumption smart meters	Necessary for tenancy agreement	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
File (for example for legal case)	Necessary for tenancy agreement	7 years after end of last tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Personal details portal (tenants)			
User name	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Last time logged in	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Full name	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
E-mail address	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Date account created	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Telephone number	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants
Autorisation groups	Necessary for system to operate	2 years after end of tenancy agreement / end of employment / end of agreement	Software suppliers Accountants