

DB PHILPOTT REAL ESTATE APPLICANT & TENANT DATA RETENTION POLICIES:

Unsuccessful Applications - All data from an unsuccessful application will be deleted 30 days after the applied for property has been marked as let. Data includes the application itself and supporting documentation

Successful Applications - All data from a successful application will be held for a period of 3 years after conclusion of the tenancy. Data held during the tenancy and for the 3 year period post tenancy will be redacting where possible so document identifier numbers anonymous i.e. driver's license numbers, passport numbers, payroll identifiers, account details & Medicare number.

An unsuccessful application is defined within our application platform (2Apply) as an application marked as: *Received, Processing, Withdrawn* and *Declined*.

A successful application is defined within our application platform as: *Accepted* and *Approved*.

Hard Deleting Application Data:

Where possible DB Philpott Real Estate can upon request complete a hard delete of an application via 2Apply prior to the automated deletion process. This feature is available due to the possibility that Inspect Real Estate (2Apply) might on occasion retain data for more than 30 days after the tenancy start.

Data Retention for Reporting:

DB Philpott Real Estate will retain a record of the application submission for reporting purposes, including the applicant's property enquiry information. DB Philpott Real Estate may supply this reporting information to third parties such as insurers or SACAT upon request of the third party.

Approved & Successful Applications

DB Philpott Real Estate will save approved & redacted applications into our property management software. This data held during the tenancy and for the 3-year period post tenancy. Our current property management platform is Property Tree.

2Apply (Inspection Real Estate) [2Apply Privacy Policy & Online Terms of Service – 2Apply - Online rental application form](#)

Property Tree [Data Security Overview | Knowledge Base Home](#)

Tenant Information (CBS) [Tenant-information-security.pdf](#)