

Schedule 7

Retention and deletion policy

Unless we are required or permitted by law to hold on to your information for a specific retention period, we may retain your information for the following purposes and periods:

Category of personal data	Period for which personal data will be stored
<ul style="list-style-type: none">Data about our clients, business contacts, and third parties involved in matters in relation to which we provide services to our clients.	<p>Contracts and general correspondence (emails, post and other communications) obtained in the course of providing our services:</p> <p>Such information will be stored for two years following completion of the services or termination or expiry of the contract with our client (whichever is later).</p> <p>Contact details for marketing purposes:</p> <p>Contact information relating to clients and contacts will be held for so long as we believe the information to remain accurate and the individual concerned remains a genuine connection of ours, or of one of our directors and staff. We have a programme for reviewing our contacts regularly, and removing any information which is considered to be out of date or no longer relevant.</p>
<ul style="list-style-type: none">Data about event participants	<p>Contact details obtained in the course of providing our services:</p> <p>Such information will be held for marketing of future iterations of the relevant event for 5 years following completion of the services relating to the event.</p> <p>IP addresses and cookies:</p> <p>Such information will be held for one year following completion of the services relating to the event.</p> <p>Health data obtained in the course of providing our services:</p> <p>Such information will be held for one year following completion of the services relating to the event.</p>
<ul style="list-style-type: none">Data about website visitors, newsletter subscribers and other individuals in respect of whom we have acquired personal information in connection with any products or services offered by us	<p>Contact details obtained in the course of providing our services:</p> <p>Such information will be held for five years following completion of the services.</p> <p>IP addresses and cookies:</p> <p>Such information will be held for one year following completion of the services.</p>

- Data about our suppliers and supplier personnel.

Contracts and general correspondence (emails, post and other communications) obtained in the course of providing your services:

Such information will be stored for two years following completion of the services or termination or expiry of your contract (whichever is later).

- Data about individuals who apply for employment, work experience or volunteer roles with us.

Personal data obtained in respect of full-time employment, work experience or volunteer role applicants will be deleted after six months except in the case of applicants for volunteer roles who have informed us that they would like to be considered for roles at future events whose personal data is held indefinitely.

- Data about our directors and staff, consultants, secondees, those on work experience, temporary staff, former directors and staff, next of kin, spouses, beneficiaries

Human resources (**HR**) records will be destroyed seven years following employment. For the purposes of administration this will be actioned annually in December of each year.

Personal data stored in private workspaces created for members of HR (including for appraisals, promotion and probation reviews) will be deleted seven years after creation.

IP addresses and cookies (temporary staff only):

Such information will be held for one year.