

What Data do we hold?	Who does the data belong to?				Why do we keep it?	How long for?	Who do we share it with?
	Employees, Directors	Job Seekers	Associates	Customers			
Data Categories					Processing / Storage Purposes	Data Retention Policy	Data Sharing
Contact Information	Y	Y	Y	Y	To communicate for business purposes To communicate for marketing purposes To carry out financial transactions	3 months after the end of FY in which they are active  Indefinitely for employee's and Directors unless specifically stated otherwise.	Relevant clients, Staff Vetting (outsource vetting company)
Alternative contact details.	Y	N	Y	N	In case of emergency.	3 months after the end of FY in which they are active	Internal use only.
Scanned passports and relevant visa's.	Y	N	Y	N	On-boarding & Vetting	3 years after work is concluded	Relevant clients only on specific request of the information
Bank details.	Y	N	N	N	For financial control and audit purposes. To carry out financial transactions	6 years from end of accounting period or until an enquiry has been completed, whichever is latter.	Metro Bank, Timesheetz, Xero and with accountancy and bookkeeping subcontractors.
* National Insurance Numbers * UTR's from HMRC	Y	N	N	N	Required by HMRC.	6 years from end of accounting period or until an enquiry has been completed, whichever is latter.	Internal and HMRC
Correspondence, notes and meeting information which may include personal information	Y	Y	Y	Y	Commercial business purposes	Financial year + 2 complete financial years.	Internal use only.
Security Vetting reports.	Y	N	Y	N	On-boarding & Vetting Comply with security standards	Report date + 3 years.	Internal use only.
CV's.	Y	Y	Y	N	Potential assignment matches	12 months from last correspondence	Clients only with explicit consent