

Data Type	Period Retained	Notes
<b><i>Transactional records - customers &amp; suppliers</i></b>		
Customer records such as contact details and service activity.	6 years	Following the termination of a customer contract or as specified in a contract.
Supplier records such as contact details and service activity.	6 years	Following the termination of a supplier contract.
Payment records - customers and suppliers	7 years	Following the end of a contract.
<b><i>Enquiries - customers, suppliers, potential employees and other interested parties</i></b>		
General enquiry data that is submitted via an enquiry form on our website	Up to 3 years	From the date of enquiry.
Curriculum Vitae from interested candidates	6 months	From receipt of CV.
Marketing leads/prospects	3 years	From consent and aim to refresh every 3 years or earlier as required.
Customer survey data	3 years	From the survey date.
Customer complaints	Up to 7 years	From the date complaint received and/or longer subject to any formal action via courts or equivalent.
General correspondence data including due diligence assessments (excluding financial documents)	Up to 3 years	From the date of final correspondence record.

<b><i>Visitors to our premises, websites or those in contact with our representatives via telephone, meetings or other interactions.</i></b>		
Cookie data (IP and browsing data)	Duration of consent	Cookie data is only retained for duration of consent, which is refreshed annually. Note we keep a record on consent status.
CCTV Recordings	Up to 1 month	Unless held for evidential purposes.
Voice recordings	Up to 3 years	Depends on the purpose of the recording.
Visitor entry access records to facilities	Up to 2 years	
Health and safety records - accident or safety logs	40 years	From the date of the last entry made in the record.