

This is the Data Retention Policy of Solid Consultancy Ltd.

Introduction

We recognise that in the running of our business, we collect and process personal data from a variety of sources. This personal information is collated in several different formats including letters, emails, legal documents, employment records, operations records, images and statements. The personal data is held in both hard copy and electronic form. This policy covers all the personal data that we hold or have control over. It also covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage.

Aims of the policy

Our business will ensure that personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfill our statutory obligations and the provision of goods or/and services - as required by the data protection legislation, including the UK General Data Protection Regulation (UK GDPR).

Retention

This retention policy (with its schedule), is a tool used to assist us in making decisions on whether a particular document should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

We will regularly monitor and audit compliance with this policy and update it when required.

Disposal

We will ensure that personal data is securely disposed of when it is no longer needed.

The method of disposal should be appropriate to the nature and sensitivity of the documents concerned and includes:

- Non-Confidential records: place in waste paper bin for disposal
- Confidential records: shred documents
- Deletion of Computer Records
- Transmission of records to an external body
- Cloud storage

The table below contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

Appendix 1: Document retention schedule

Type of record	Retention period	Where is it stored?	Method of deletion
Review and Research records			
Personal and non-identifiable data of individual contributors to review or research, including written documents, audio and visual recordings	3 years after completion, publication or public release of the work	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Personal and identifiable data of individual contributors to review or research, including written documents, audio and visual recordings	Destroyed on completion, publication or public release of the work	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Commercial contracts:			
Contracts with suppliers	6 years after last action	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Contracts signed as a deed	12 years after last action	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Guarantees and indemnities	term of the guarantee plus 6 years	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Purchase orders and invoices	[7] years after last action	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Tax and Accounting Records:			
Tax returns	[10] years from end of fiscal year	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Accounting & financial management information	[6] years from end of fiscal year	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Stock transfer forms and share certificates	[20] years from purchase	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Operational records:			
Vehicles	6 years after end of financial year to which they relate]	On computer hard drive, cloud	Confidential shredding,

		or hard copies on secure premises.	deletion computer records
Policies/Procedures	[7] years	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Complaints	[6] years from end of fiscal year	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Insurance schedules	[10] years after last action	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Register of members	Life of company	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Memorandum of association	Life of company	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Register of directors and secretaries	Life of company	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Employer's liability insurance certificates	Life of company	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Intellectual property records:			
Copyright material	50 years from expiry	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records
Email records:			
Email correspondence	Archive after 6 months	On computer hard drive, cloud or hard copies on secure premises.	Confidential shredding, deletion computer records