



## Data Retention and Security Policy

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Trade Leads UK should store client, lead, supplier and subcontractor information securely. Access should be limited to people who need it for service delivery, administration or compliance.

Use secure email, cloud storage and CRM/sheets with appropriate passwords and access controls.

Avoid storing unnecessary sensitive data.

Keep lead data, supplier data and client records only for a reasonable business period.

Delete or archive outdated personal data when no longer needed.

Keep backups and protect devices used for business work.

Report suspected data breaches promptly and take appropriate action.