

Data Retention Schedule for WM Translation Services Ltd

Record Type	Specific Record	Retention Period	Disposition	Key Regulatory
Category	Example		(After Retention)	Drivers
	Names and	7 Years after	Destroy	Privacy
	contact details	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Adresses	7 Years after	Destroy	Privacy
		relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Purchase or	Permanently	Archive	Tax regulations,
	account history			Auditing
				standards,
Providing				Business necessity
services and	Payment details	Permanently	Archive	Privacy
goods				regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Health	1 to 3 Years after	Destroy	Privacy
	information	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Account	7 Years after	Destroy	Privacy
	information	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules

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	Website user	7 Years after	Destroy	Privacy
	information	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Records of	7 Years after	Destroy	Privacy
	meetings and	relationship ends		regulations (e.g.,
	decisions			GDPR),
				Industry-specific
				rules
	Information	7 Years after	Destroy	Privacy
	relating to	relationship ends		regulations (e.g.,
	compliments or			GDPR),
	complaints			Industry-specific
				rules
	Names and	7 Years after	Destroy	Privacy
	contact details	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Addresses	7 Years after	Destroy	Privacy
		relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
Operation of	Payment details	Permanently	Archive	Tax regulations,
customer				Auditing
accounts and				standards,
guarantees				Business necessity
	Purchase history	Permanently	Archive	Tax regulations,
				Auditing
				standards,
	_	- XI C		Business necessity
	Account	7 Years after	Destroy	Privacy
	information	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
	Montrotino	7 Voors offer	Doctrory	rules
	Marketing	7 Years after	Destroy	Privacy
	preferences	relationship ends		regulations (e.g.,

GDPR), Industry-sp	
to directory on	
	pecific
rules	
Names and 7 Years after Destroy Privacy	
contact details relationship ends regulations	s (e.g.,
GDPR),	
Industry-sp	pecific
rules	
Addresses 7 Years after Destroy Privacy	
relationship ends regulations	s (e.g.,
GDPR),	
Industry-sp	pecific
rules	
Marketing 7 Years after Destroy Privacy	
preferences relationship ends regulations	s (e.g.,
GDPR),	
Service updates Industry-sp	pecific
or marketing rules	
purposes Location data 7 Years after Destroy Privacy	
relationship ends regulations	s (e.g.,
GDPR),	
Industry-sp	pecific
rules	
Purchase or Permanently Archive Tax regula	tions,
viewing history Auditing	
standards,	
Business no	ecessity
Website and app 7 Years after Destroy Privacy	
user journey relationship ends regulations	s (e.g.,
information GDPR),	
Industry-sp	pecific
rules	
Name 7 Years after Destroy Privacy	
relationship ends regulations	s (e.g.,
GDPR),	
Compliance with Industry-sp	pecific
legal rules	
requirements Contact 7 Years after Destroy Privacy	
information relationship ends regulations	s (e.g.,
GDPR),	

				Industry-specific
				rules
	Financial	Permanently	Archive	Tax regulations,
	transaction			Auditing
	information			standards,
				Business necessity
	Any other	7 Years after	Destroy	Privacy
	personal	relationship ends		regulations (e.g.,
	information			GDPR),
	required to			Industry-specific
	comply with			rules
	legal obligations			
	Names and	7 Years after	Destroy	Privacy
	contact details	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Address	7 Years after	Destroy	Privacy
		relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Payment details	Permanently	Archive	Tax regulations,
				Auditing
Dealing with				standards,
queries,				Business necessity
complaints or	Account	7 Years after	Destroy	Privacy
claim:	information	relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules
	Purchase or	Permanently	Archive	Tax regulations,
	service history			Auditing
				standards,
				Business necessity
	Customer or	7 Years after	Destroy	Privacy
	client accounts	relationship ends		regulations (e.g.,
	and records			GDPR),
				Industry-specific
				rules

Fi	Financial	Permanently	Archive	Tax regulations,
tr	ransaction			Auditing
in	nformation			standards,
				Business necessity
C	Correspondence	7 Years after	Destroy	Privacy
		relationship ends		regulations (e.g.,
				GDPR),
				Industry-specific
				rules