



Data Retention Schedule for WM Translation Services Ltd

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

WM Translation Services Ltd

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

				GDPR), Industry-specific rules
Service updates or marketing purposes	Names and contact details	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
	Addresses	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
	Marketing preferences	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
	Location data	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
	Purchase or viewing history	Permanently	Archive	Tax regulations, Auditing standards, Business necessity
	Website and app user journey information	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
Compliance with legal requirements	Name	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules
	Contact information	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR),

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

	Financial transaction information	Permanently	Archive	Tax regulations, Auditing standards, Business necessity
	Correspondence	7 Years after relationship ends	Destroy	Privacy regulations (e.g., GDPR), Industry-specific rules