

THE ARGYLL CLUB

PRIVACY POLICY

SCHEDULE 7

Retention and deletion policy

Unless we are required or permitted by law to hold on to your information for a specific retention period, we may retain your information for the following purposes and periods:

Category of personal data	Period for which personal data will be stored
<ul style="list-style-type: none">• Data about our clients, business contacts, and third parties involved in matters in relation to which we provide services to our clients.	<p>Contracts and general correspondence (emails, post and other communications) obtained in the course of providing our services:</p> <p>Such information will be stored for up to 7 years following completion of the services or termination or expiry of the contract with our client (whichever is later).</p> <p>Contact details for marketing purposes:</p> <p>Contact information relating to clients and contacts will be held for so long as we believe the information to remain accurate and the individual concerned remains a genuine connection of ours, or of one of our directors and staff. We have a programme for reviewing our contacts regularly and removing any information which is considered to be out of date or no longer relevant.</p>
<ul style="list-style-type: none">• Data about our suppliers and supplier personnel.	<p>Contracts and general correspondence (emails, post and other communications) obtained in the course of providing your services:</p> <p>Such information will be stored for up to 7 years following completion of the services or termination or expiry of your contract (whichever is later).</p>
<ul style="list-style-type: none">• Data about individuals who apply for employment or work experience with us.	<p>Personal data obtained from employment or work experience applicants will be deleted after 12 months.</p>
<ul style="list-style-type: none">• Data about our directors and staff, former directors and staff and other individuals who spend time with us (such as consultants).	<p>Human resources (HR) records will be destroyed 7 years following employment. For the purposes of administration this will be actioned annually in December of each year.</p> <p>Personal data stored in private workspaces created for members of HR (including for appraisals, promotion and probation reviews) will be deleted 15 months after creation.</p>
<ul style="list-style-type: none">• CCTV.	<p>CCTV information is destroyed after 30 days.</p>

Updated: 01 September 2019