Data Retention Policy

Reviewed September 2024

Date of next review September 2025

1.1 This policy has been designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

1.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

1.3 We will retain and delete your personal data as follows:

(a) Account Data will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(b) Profile Data (other than Profile Data which is also Account Data) will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(c) Contact Data (other than Contact Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(d) Usage Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(e) Enquiry Data (other than Enquiry Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(f) Transaction Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(g) Notification Data (other than Notification Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

(h) Correspondence Data (other than Correspondence Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.

1.4 Notwithstanding the other provisions of this policy, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person or where it is necessary for the performance of a contract.

1.5 Provision for retention of records where allegations are made against a candidate. If concerns have been raised about an adult's behaviour around children, records in personnel files will be kept at least until they reach their normal retirement age or for 10 years – whichever is longer (IRMS, 2019; Department for Education, 2021). This applies to volunteers and paid staff. For example: If someone is 60 when the investigation into the allegation is concluded, keep the records until their 70th birthday. If someone is 30 when the investigation into the allegation is concluded, keep the records until they are aged 65. You should keep records for the same amount of time regardless of whether the allegations were unfounded. However, if allegations are found to be malicious then records will be destroyed immediately. Information will be retained even if the person stops working or volunteering for the organisation.

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2. Amendments

2.1 We may update this policy from time to time by publishing a new version on our website.

2.2 You should check this page occasionally to ensure you are happy with any changes to this policy.

2.3 We may notify you of changes to this policy by email.

3. Our details

3.1 This website is owned and operated by http://pertempsnetwork.com

3.2 We are registered in England and Wales under registration number 07776671, and our registered office is at Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.

3.3 Our principal place of business is at Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.

Graduate Network