

Data Type	Reason for Retention	Retention Period
<p>Clients:</p> <ul style="list-style-type: none"> - Contact and other details - Payment details <p>Prospective Clients:</p> <ul style="list-style-type: none"> - Contact details 	<p>To contact the client during the service periods and to keep contact with potential clients after the contract has ended and to understand their preferences.</p> <p>To keep a record of payments made and received. 6 years reflects the legal period for contractual claims.</p> <p>For the purposes of assessing whether a potential client is interested in our services.</p>	<p>3 years after the end of the service contract.</p> <p>6 years.</p> <p>3 years unless the individual or company has unsubscribed (in which case we keep the details on our suppression list) or the individual or company has not responded via LinkedIn or otherwise indicated they would like to hear from us, in which case data is deleted within 30 days of collection.</p>
<p>Staff and Contract Staff:</p> <ul style="list-style-type: none"> - Information relating to potential complaints or that could be needed to defend claims including appraisal information and information relating to dismissals or performance issues or complaints from clients or other staff. - Personal contact details and information relating to next of kin 	<p>To defend ourselves or bring legal claims.</p> <p>For contact purposes during employment.</p>	<p>6 years</p> <p>Contract staff – 2 years</p> <p>Staff – 30 days after final payment</p>

<p>Prospective Candidates:</p> <ul style="list-style-type: none"> - Contact details and publicly available career information; anecdotal information about them that may have been provided by other persons. 	<p>For the purposes of assessing whether they may be interested or suitable for positions and contacting them.</p>	<p>30 days from collection of the data if we decide not to make contact with them.</p> <p>12 months from point of contact unless they become a Candidate in which case see relevant periods below.</p> <p>If a Prospective Candidate says they do not want to be contacted, the only data kept is that retained on our suppression list.</p>
<p>Candidates:</p> <ul style="list-style-type: none"> - Contact details and publicly available career information. - References. - CV information and other information provided by the Candidate. - Correspondence. 	<p>For the purposes of assessing their suitability for particular roles and contacting them about this.</p> <p>As above.</p> <p>As above.</p> <p>To keep a record of information, appointments and correspondence.</p>	<p>3 years unless the Candidate says that they do not want to be contacted in which case this information is deleted.</p> <p>3 years from collection.</p> <p>3 years from collection.</p> <p>3 years for contents of communications. We keep a record of the last time they were contacted for 3 years.</p>
<p>Interviewed Candidates:</p> <ul style="list-style-type: none"> - Contact details and publicly available career information. - References. 	<p>For the purposes of assessing their suitability for particular roles and contacting them about this.</p> <p>As above.</p>	<p>3 years unless the Candidate says that they do not want to be contacted in which case this information is deleted.</p> <p>3 years from collection.</p>

<ul style="list-style-type: none"> - CV information and other information provided by the Candidate. - Correspondence. 	<p>As above.</p> <p>To keep a record of information, appointments and correspondence.</p>	<p>3 years from collection.</p> <p>3 years for contents of communications. We keep a record of the last time they were contacted for 3 years.</p>
<p>Placed Candidates:</p> <ul style="list-style-type: none"> - Contact details - Salary - References and assignment specific information - CV and application process records - Qualification or education checks - Confidential reports and assessments - Correspondence - Expenses payments 	<p>For the purposes of regular follow up and onboarding support.</p> <p>For the purposes of providing information for clients in the case of any discrepancies that are uncovered by the client</p> <p>To keep a record of information, appointments and correspondence.</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>To keep a record of payments made and received. 6 years reflects the legal period for contractual claims.</p>	<p>6 years</p>

<p>“On Contract” Contractors:</p> <ul style="list-style-type: none"> - Contact details - CV's - Bank details - Passports, Visas, - Correspondence - Timesheets and payments 	<p>For the purpose of communicating about new opportunities and actual contracts with us</p> <p>For the purposes of assessing their suitability for particular roles and contacting them about this and sharing the details with clients where relevant</p> <p>To enable us to pay monies due to them</p> <p>To enable us to arrange travel where necessary</p> <p>To keep a record of information, appointments and correspondence.</p> <p>To keep a record of payments made and received.</p> <p>6 years reflects the legal period for contractual claims.</p>	<p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p>
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<p>Contractor</p> <ul style="list-style-type: none"> - Contact details and publicly available career information. - References. - CV information and other information provided by the Contractor. - Correspondence. 	<p>For the purposes of assessing their suitability for particular roles and contacting them about this.</p> <p>As above.</p> <p>As above.</p> <p>To keep a record of information, appointments and correspondence.</p>	<p>3 years unless the Contractor says that they do not want to be contacted in which case this information is deleted.</p> <p>3 years from collection.</p> <p>3 years from collection.</p> <p>3 years for contents of communications. We keep a record of the last time they were contacted for 3 years.</p>
<p>Market Research and Talent Mapping:</p> <ul style="list-style-type: none"> - Contact details - Position - Current company 	<p>To be able to contact the individuals if the client requests that we contact the individuals in respect of a role or the client requests an update of the market and talent map</p>	<p>12 months after the data has been submitted to the clients</p>

<p>Assessment Candidates:</p> <ul style="list-style-type: none"> - Contact details - CV - Assessment reports - Consultant notes 	<p>For contacting candidates</p> <p>To assess the candidate and review information provided by the candidate</p> <p>To record the work carried out for the client</p> <p>Contemporaneous notes written during an assessment which may be needed to substantiate the reason for the assessment results</p> <p>6 years reflects the legal period for contractual claims.</p>	<p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p>
<p>Referees:</p> <ul style="list-style-type: none"> - Contact details. - Information and comments provided by the referee. 	<p>For contacting the referees.</p> <p>For assessing the suitability of the candidates they provide information on.</p>	<p>This information is kept on the relevant Candidates file and retained in line with the retention periods set out above.</p>