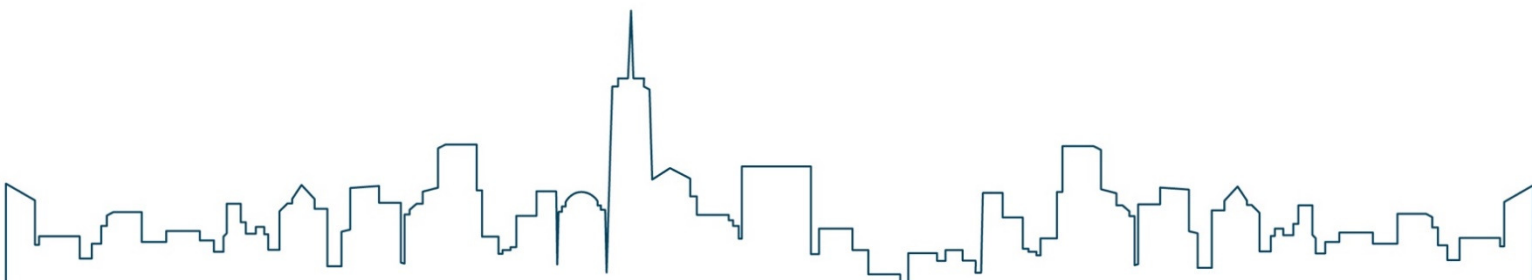




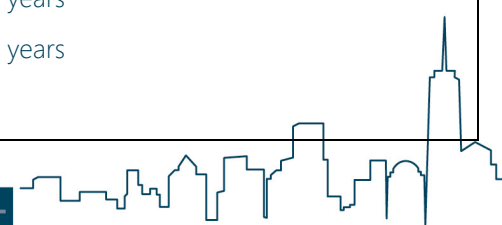
People in property. It's who you know.

DATA RETENTION

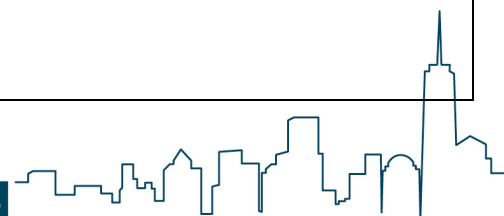
JULY 2018



Data Type	Reason for retention	Retention period
<p>Candidates:</p> <p>Contact details and publicly available career information.</p> <p>References</p> <p>CV information and other information provided by the Candidate.</p> <p>Correspondence.</p>	<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> <p>Contact details and publicly available career information.</p> <p>References.</p> <p>CV information and other information provided by the Candidate.</p> <p>Correspondence</p>	<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>Placed Candidates:</p> <p>Contact details</p> <p>Salary</p> <p>References and assignment specific information</p> <p>CV and application process records</p> <p>Qualification or education checks</p> <p>Confidential reports and assessments</p> <p>Correspondence</p> <p>Expenses payments</p>	<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>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p> <p>6 years</p>



Data Type	Reason for retention	Retention period
"On Contract" Contractors: Contact details CV's Bank details Passports, Visas, Correspondence Timesheets and payments	For the purpose of communicating about new opportunities and actual contracts with us For the purposes of assessing their suitability for particular roles and contacting them about this and sharing the details with clients where relevant To enable us to pay monies due to them To enable us to arrange travel where necessary To keep a record of information, appointments and correspondence. To keep a record of payments made and received.	6 years 6 years 6 years 6 years 6 years
Contractor: Contact details and publicly available career information. References. CV information and other information provided by the Contractor. Correspondence.	For the purposes of assessing their suitability for particular roles and contacting them about this. As above. As above. To keep a record of information, appointments and correspondence.	3 years unless the Contractor says that they do not want to be contacted in which case this information is deleted. 3 years from collection. 3 years from collection. 3 years for contents of communications. We keep a record of the last time they were contacted for 3 years.
Market Research and Talent Mapping: Contact details Position Current company	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	12 months after the data has been submitted to the clients



Data Type	Reason for retention	Retention period
Assessment Candidates: Contact details CV Assessment reports Consultant notes	For contacting candidates To assess the candidate and review information provided by the candidate To record the work carried out for the client Contemporaneous notes written during an assessment which may be needed to substantiate the reason for the assessment results 6 years reflects the legal period for contractual claims.	6 years 6 years 6 years 6 years
Referees: Contact details. Information and comments provided by the referee.	For contacting the referees. For assessing the suitability of the candidates they provide information on.	This information is kept on the relevant Candidates file and retained in line with the retention periods set out above.

