



Data Retention Policy

For GDPR

Retention and disposal policy

Purpose

The purpose of this policy is to detail the procedures for the retention and disposal of data to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

Review

Review is the examination of closed records to determine whether they should be destroyed, retained for a further period or transferred to an archive for permanent preservation.

Retention of data

A1 Sheet Metal Flues Limited T/A A1 Flue Systems will keep data for as long as it is needed to meet the operational needs of the company and in conjunction with any legal or regulatory requirements.

Retention periods for categories of data are listed in Annex A.

Requests to remove data

If the basis for holding subject data is by consent, A1 Sheet Metal Flues Limited T/A A1 Flue Systems upon request, will delete immediately any personal data, subject to legal or regulatory requirements.

If the company receives a request from a data subject to be deleted from a mailing list (or unsubscribe to a feed) then the data subject will be removed immediately from the list.

The company will consider any objections to the legal basis for holding subject data and act accordingly to delete or retain such data.

ANNEX A – Non Employee

Type of Data	Retention Time	Comments
Customer List	Whilst trading or potentially trading with them	After a year of non-trading the legal basis for holding the information should be changed to 'legitimate interest'
Supplier List	Whilst trading or potentially trading with them	
Customer List – Marketing and Information	Whilst trading or potentially trading with them	
Sub-contractor details	Whilst trading or potentially trading with them	