

Schedule 9

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 Clients, business contacts, and third parties involved in matters in relation to which a Member provides services to its 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 15 years following completion of the services or termination or expiry of the contract with the Client (whichever is later) except in circumstances that require the data to be retained for a longer period.</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 Chambers or any Member. We have a programme for reviewing our contacts regularly, and removing any information which is considered to be out of date or no longer relevant.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 Chambers' 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 3 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, pupillage or work experience with Chambers.	<p>Personal data obtained from employment or work experience applicants will be deleted after 6 months.</p>
<ul style="list-style-type: none">Data about Members and staff of Chambers, former Members and staff and other individuals who spend time at Chambers (such as consultants and secondees).	<p>Human resources (HR) records will be destroyed 6 years following employment. Data relating to PAYE, maternity pay or SMP will be destroyed 3 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 6 years after creation.</p>