

Schedule 2 - 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
Data about Clients	Contact details for marketing purposes: 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 We have a programme for reviewing our contacts regularly, and removing any information which is considered to be out of date or no longer relevant. Contracts and general correspondence (emails, post and other communications) obtained in the course of Members providing our services (where Chambers is processor): In line with Members' own retention policies 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 of time.
Data about Chambers' suppliers and supplier personnel.	Contracts and general correspondence (emails, post and other communications) obtained in the course of providing your services: Such information will be stored for 3 years following completion of the services or termination or expiry of your contract (whichever is later).
Data about individuals who apply unsuccessfully for employment, tenancy or pupillage or work experience with Chambers.	Personal data obtained from these applications will be deleted as follows: - Unsuccessful in securing employment – within 18 months - Unsuccessful in securing mini-pupillage/work experience – within 18 months - Unsuccessful in securing pupillage – the BSB requires the retention of “recruitment records”, including for the “application process” and “assessor records” for a period of 5 years -all application data will be deleted 5 years after the application was determined - Unsuccessful in securing tenancy - the names only of unsuccessful applicants for tenancy will be retained for 10 years but all application data will be deleted within 18 months

Data about Members and staff of Chambers, former Members and staff and other individuals who spend time at Chambers (such as consultants, pupils and secondees).	The retention and deletion of Diversity Data supplied will follow the detailed provisions of Serle Court's Diversity Data Policy – raw data will be deleted as soon as possible after processing save that processing includes placing the data on Lex where it will be retained subject to updating for the duration of membership or employment unless consent is withdrawn. Human resources (HR) records will be destroyed 6 years following employment. Data relating to PAYE, pay during maternity or parental leave or SMP will be destroyed 3 years following employment. For the purposes of administration this will be actioned annually in December of each year. Personal data stored in private workspaces created for HR purposes (including for appraisals, promotion and probation reviews, pupillage training records, feedback and outcomes) will be deleted 6 years after creation.
Data about visitors to Chambers	We will delete our call and visitor logs no more than 1 month after creation
Data provided in the course of making a complaint	Data provided to Chambers for the purposes of making or rebutting a Complaint under our Complaints Policy will be retained no more than 6 years.