

Uniplaces Limited: Retention Policy

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1 POLICY

- 1.1 Uniplaces Limited (the "**Company**") must, in respect of its processing of personal data, comply with the Data Protection Act 2018, the General Data Protection Regulation 2016/679, and related legislation (together, "**Data Protection Laws**").
- 1.2 This Retention Policy should be read in conjunction with the Company's Data Protection Policy, which sets out the Company's overall approach to data protection matters and sets out the rationale for why a Retention Policy is required for personal data.
- 1.3 The Company is under a legal obligation only to keep personal data for as long as the Company needs it. Once the Company no longer needs personal data, the Company must securely delete it. The Company recognises that the correct and lawful treatment of data will maintain confidence in the Company and will provide for a successful working environment.
- 1.4 This Policy applies to all Company employees, consultants, contractors and temporary personnel hired to work on behalf of the Company ("**Company Personnel**").
- 1.5 All Company Personnel with access to personal data must comply with this Retention Policy at all times.
- 1.6 Please read this Retention Policy carefully. If you have any queries regarding this Retention Policy, please consult your manager and/ or the Data Protection Representative. You are advised that any breach of this Retention Policy will be treated seriously and may result in disciplinary action being taken against you.
- 1.7 Company Personnel will receive a copy of this Policy when they start and may receive periodic revisions of this Policy. This Policy does not form part of any Company Personnel's contract of employment and the Company reserves the right to change this Policy at any time. All Company Personnel are obliged to comply with this Policy at all times.

2 ABOUT THIS POLICY

This Retention Policy explains how the Company complies with our legal obligation not to keep personal data for longer than we need it and sets out when different types of personal data

will be deleted. In particular, it sets out details of the Company's policies for the retention of Special Category personal data.

3 DATA RETENTION PERIODS

3.1 The Company has assessed the types of personal data that the Company holds and the purposes the Company use it for. The table below sets out the retention periods that the Company has set for the different departments within the Company, and the different types of data that they each hold.

3.2 If any member of Company Personnel considers that a particular piece of personal data needs to be kept for more or less time than the period set out in this policy, please contact the Data Protection Officer for guidance.

4 RETENTION PERIODS FOR DIFFERENT CATEGORIES OF DATA

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Type of Data	When will the company delete (if manual)	When will the company delete (if electronic)	How will the company delete (if manual)	How will the company delete (if electronic)?
Employee records	5 years (please check Uniplaces Employee Privacy Statement)	5 years (please check Uniplaces Employee Privacy Statement)	documentation shredding	delete records wherever they're stored
Customer (tenant) details	2 years	2 years	documentation shredding	In an automated manner via a job that runs every day
Customer (AP) details	2 years	2 years	documentation shredding	In an automated manner via a job that runs every day
Supplier details	2 years	2 years	documentation shredding	In an automated manner via a job that runs every day
Unsuccessful job applicants	12 Months	12 Months	documentation shredding	delete records wherever they're stored

5 CHANGES TO THIS POLICY

The Company reserves the right to change this policy at any time.