

## Search Consultancy Limited

### Retention Schedule of Personal Data

#### DEFINITIONS:

“Client Contact” means any employee or personnel employed with or who works in another capacity for a Client.

“Candidate Contact” means any individual who registers with Search Consultancy Limited for the purposes of obtaining permanent/fixed term employment or temporary work.

“Meaningful Contact” means any direct contact which prompts a response. An automated response will not qualify. “Placement” means any permanent/fixed term employment or temporary assignment.

Type of Record	Retention Period
Client Contact	i) From the date of the last Meaningful Contact - 3 years
Candidate Contact	i) From the date of the last Meaningful Contact - 3 years
	ii) Where Candidate Contact has secured a Placement, from the date of either i) commencement of permanent employment, or ii) the last day of temporary assignment: - 6 years  Where there is no Meaningful Contact for 3 years, within this 6 year period, part (i) will apply and only personal data relating to the Placement will be retained.