

POLICIES & PROCEDURES

Retention Schedule of Personal Data

The Company will only collect personal data that we need and will not keep any such data for any longer than necessary.

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