

European General Data Protection Regulation (GDPR)

Document Retention Policy

For

HT Training Ltd
 Registered company no. 06510989
 Registered address: 73 Chelston Road, Ruislip Manor, Middlesex, HA4 9SA

Type of Document	Retention Period
For our own operational activities, our Document Retention Policy is as detailed below.	
Client staff information (specifically personal profiles and coaching/mentoring notes and minutes)	<ol style="list-style-type: none"> 1. Clients' papers, including personal profiles generated in the course of our work, will be held in secure files for a period of 12 months and then returned to the person in question; 2. Any unwanted paperwork will be shredded if sensitive or of a personal nature; 3. Retention of electronic data regarding personal profiles or other training/coaching/mentoring materials will be held for a period of 12 months or until our appointment with the client is terminated. 4. Any personal data stored on HT Training Ltd's systems will be deleted on request. In this case, the client or staff member will be responsible for retaining relevant records.
Client details including contact details, contracts, working documents, invoices, etc	6 years where required for HMRC and legislative requirements, otherwise deleted within 60 days.
Associate and Supplier contracts	6 years after termination of contract
Associate/contractor bank details	Removed on termination of contract
Financial documents	6 years
Company formation documents	Permanently
Minutes of director/shareholder meetings	10 years from date of meeting (or indefinitely if meeting held before 1 October 2007)