

# DATA RETENTION POLICY

This policy details procedures for Karen Cannard, RCDP's retention and disposal of records and information, and relates to both hard and soft-copy documents.

Records are defined as all those documents which facilitate the business carried out by Karen Cannard, RCDP, and which are then retained (for a set period) to provide evidence of its transactions and/or activities. These records may be created, received or maintained in hard copy or electronically.

## **Relationship with other policies**

This policy has been drafted within the context of Karen Cannard, RCDP's, Privacy & Data Protection policy.

## **Retention guidelines**

Karen Cannard, RCDP, will retain financial records of transactions for seven years following completion of services. Following this period, at the end of the financial year, files will be securely deleted or disposed of.

Information, including personal data, that you provide will only be retained for two years following your order, unless otherwise instructed by you.

We review our retention periods for personal information on a regular basis.

## **Safe disposal of records**

Records identified for destruction will be permanently disposed of in accordance with reasonable processes.

## **Business closure**

In the event of business closure, only transaction records will be stored for the defined retention period, then disposed of as outlined above.

## Changes to this policy

This privacy policy may be updated or amended from time to time. Please review this page to stay up to date with any changes. When you use this website, you are agreeing to work in line with this policy.

Karen Cannard, RCDP

1 September 2025