HOFY GROUP
DATA RETENTION POLICY AND SCHEDULE

1. Purpose and Scope

The purpose of this Data Retention Policy is to establish guidelines and procedures for the retention and disposal of personal data collected, processed, and stored by the Hofy Group ("Hofy").

Personal data is data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed.

This policy applies to **all** personal data collected and processed by Hofy Ltd, Hofy BV and Hofy Inc, including employee data, customer data, candidate data, third party personal data and other personal data collected through our platform, website and databases, or through any other means.

This policy also covers data that is held by third parties on our behalf, for example cloud storage providers or offsite records storage. It also covers data that belongs to us but is held by employees on personal devices.

2. Data Retention Principles

Hofy is committed to complying with the principles of data retention as set out in the General Data Protection Regulations (GDPR), the California Consumer Privacy Act (CCPA), and other international data protection laws, where applicable. These principles include:

- Personal data will be collected and processed only for specific, explicit, and legitimate purposes.
- Personal data will be kept accurate and up to date.
- Personal data will be kept secure and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
- Personal data will be retained for no longer than is necessary for the purposes for which it was collected and processed.
- Data subjects have the right to access, correct, delete, and receive a copy of their personal data.
- We allocate appropriate resources, roles and responsibilities to data retention.
- We regularly remind employees of their data retention responsibilities.

3. Retention Periods

Hofy has established and regularly reviews retention periods for different types of personal data in compliance with the GDPR, the CCPA, and other relevant data protection laws, taking into account any legal, regulatory, or business requirements for retaining the data.

The different categories of data are set out in full in the Retention Schedule attached to this policy. However, as as a general guide, the retention period schedule for typical data categories are as follows:

- Customer data: 6 years from the end of the relevant customer agreement (for the minimum level of data we must maintain by law.
- All other Customer data: the retention period agreed with the Customer/s.
- Employee data: 7 years from the end of the employment.
- Marketing data: 2 years from the last contact or until consent is withdrawn.
- Financial data: 7 years from the end of the financial year.
- Health and safety data: 40 years from the date of the record.
- Legal data: 7 years from the resolution of the matter.

Please refer to the Retention Schedule for full details. All employees who are responsible for the management of data in their functions are required to ensure that the data is not kept for longer than the retention periods set out in the Retention Schedule at the end of this policy.

4. Data Disposal

At the end of the retention period, personal data will be securely and permanently disposed of in accordance with our Hofy's data disposal procedures.

5. Data Subject Rights

Data subjects have the right to request access to their personal data, to have their personal data corrected or erased, and to object to the processing of their personal data. Hofy will respond to data subject requests in accordance with GDPR, CCPA, and other data protection laws globally.

6. Data Breach Notification

In the event of a personal data breach, Hofy will follow its data breach notification procedures to notify affected data subjects and the relevant supervisory authority as required by GDPR, CCPA, or other international data protection laws. All data breaches must be notified to Hofy's Data Protection Officer immediately.

7. Updates to this policy

This Data Retention Policy will be reviewed and updated as required by Hofy's DPO to ensure that it remains compliant with GDPR, CCPA, and other data protection laws globally and reflects any changes in Hofy's data processing activities or legal obligations.

This policy is intended to provide general guidance only. Hofy's DPO should be consulted for specific guidance on GDPR, CCPA, and other data protection matters.

DATA RETENTION SCHEDULE

1. IT RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
General information about internally developed IT infrastructure, software and systems for internal use.	5 years from decommissioning of system	Business need	No statutory period so organisation can balance need to retain these records against data minimisation principle.
General information about externally developed IT infrastructure, software and systems for internal	7 years from decommissioning of system	Contractual obligation Limitation period	See also Procurement section

or external use.			
General information about internally developed IT infrastructure, software and systems for external use.	7 years from decommissioning of system	Contractual obligation Limitation period	Where IT infrastructure, software or systems are used externally (for example, by customers) then this information may be relevant to claims and disputes.
Systems monitoring, (for example, to detect and prevent failures vulnerabilities and external threats).	Current year plus 1 year	Business need Contractual obligation Limitation period	No statutory period so we can balance need to retain these records against data minimisation principle. It may be advisable to keep monitoring logs for as long as possible as malware or malicious code may go undetected in a system for a long period of time. Where IT infrastructure, software or systems are used externally (for example, by customers), monitoring logs might also be relevant to claims and disputes.
Business continuity and information security plans.	3 years from when the plan is superseded.	Business need Legal or contractual obligation Limitation period	No statutory period so we can balance need to retain these records against data minimisation principle. However, consider whether we are subject to any legal or contractual obligations in respect of business continuity which might necessitate a longer retention period, for example, under the NIS Regs. Where IT infrastructure, software or systems are used externally (for example, by customers), business continuity plans might also be relevant to claims and disputes.
Technical support and help-desk requests.	3 years from end of system	Business need. Contractual obligation. Limitation period.	No statutory period so we can balance need to retain these records against data minimisation principle. Consider whether support services are provided to external customers, in which case contractual obligations and limitation periods may be relevant.

Technical information relating to external customer user accounts.	1 year from account closure.	Business need Contractual obligation Limitation period	No statutory period so organisation can balance need to retain these records against data minimisation principle. Consider whether contractual obligations and limitation periods may be relevant.
Contracts and agreements (software licences, support agreements, hardware agreements etc.).	7 years from expiry of the agreement	Limitation period	See also Procurement section.
System backups.	3 months	Business need	

2. CUSTOMER, SALES AND MARKETING RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
All other Customer personal data except as listed below.	The retention period specified by the Customer.	Hofy acts as the Processor of data on the Customer's instructions.	Except where Hofy (1) is legally required to retain customer data (e.g. order fulfilment, tax and accounting records), or (2) acts as the data controller in its own right, **it may only retain customer data for the period specified by the Customer.**
Bought in mailing lists and associated contracts.	1 year for mailing lists. 6 years from expiry or termination for contracts (12 years for contracts executed as a deed).	Best practice for mailing lists Limitation period for contracts	Consult ICO *guidance* on bought-in lists; ICO *Direct Marketing Code* recommends that organisations should not rely on indirect consent given more than 6 months ago.
Marketing database records (e.g. lead generation, meeting feedback, contact data etc.).	2 years from last contact	Business need	

Customer relations database records (e.g. call centre records, queries, meeting feedback, account history etc.).	6 years from last contact	Business need and limitation period.	
Order fulfilment records.	6 years from **completion**	Limitation period and accounting requirement.	Completion in the case of a lease will mean the end of lease. In the case of a purchase, it means 6 years after the purchase. In the case of a warranty, it means 6 years after the end of the warranty.
Opt-out/suppression lists.	Indefinite	Business and compliance need.	Only sufficient information to enable the opt out should be retained.
Evidence of consent to marketing (including electronic marketing).	While consent valid 6 years from date consent withdrawn or ceases to be valid	Business need Limitation period	Consent can be withdrawn at any time and may not necessarily remain valid indefinitely although how long it remains valid will depend on the context.
Market research, marketing campaigns	2 years from completion	Business need	DMA suggests two years from last campaign.
Press releases	5 years from publication	Business need	
Customer complaints handling	6 years from settlement or closure	Business need and limitation period	
Website analytics reports from cookies and other similar technology	2 years	Business need	This refers to the output from information obtained via cookies. No firm period recommended by the ICO, although the French regulator recommends 25 months from collection and, for Google Analytics the DMA recommends 2 years. Cookies themselves may be set for

			different periods depending on the function of the cookie.

3. CORPORATE AND FINANCE RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
Accounting records.	3 years from the date they were made (private company)	Section 388(4) Companies Act 2006 (CA 2006)	Except where tax requirements or other legislation require longer.
Register of members.	Entries for former members can be removed 10 years after the date they ceased to be members.	Section 121, CA 2006	
Register of directors.	Indefinite	Usual practice	Section 162 of the CA 2006 requires the register to be kept but legislation is not explicit about retention periods. General practice is to retain details of current and former directors, together with date of ceasing to be a director.
Register of directors' residential addresses.	Remove addresses of former directors after 6 years.	Best practice	Section 165 of the CA 2006 requires the register to be kept but there is no statutory retention period or indication whether addresses of former directors should be removed. Company will need to consider anything that has been told to directors and what is appropriate.
Minutes of internal directors' meetings.	10 years from the date of the meeting	Section 248, CA 2006	Statutory minimum period (no period applies to meetings held before 1 October 2007, but best practice is to apply a consistent standard).
Members resolutions passed other than at general meetings; minutes	10 years from date of resolution, decision or meeting	Sections 355 and s358, CA 2006	Minimum period; can be extended if appropriate.

of general meetings, details of decisions provided by a sole director.			
Health and safety inspections, property management and asset records.	6 years	Health and Safety at Work Act 1974 and Limitation Act 1980 (LA 1980)	
Historical records and archives about the company e.g. former directors, chairpersons, employees of note etc.	Indefinite	Usual practice	Balance data minimisation principle against the need to retain this information for historical purposes in the legitimate interests of the organisation.

4. HR AND BENEFITS RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
Recruitment records These may include: Online application forms or CVs. Assessment exercises or tests. Notes from interviews and short-listing exercises. Pre-employment verification of details provided by the successful candidate. For example, checking qualifications and taking up references. (These may be transferred to a successful candidate's employment file.) Criminal records checks.	Up to 1 year after notifying candidate of the outcome.		

(These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.)			
PAYE, Payroll and wage records Details on overtime. Bonuses. Expenses. Benefits in kind.	7 years after employment ends		These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
Current bank details	Bank details will be deleted as soon after the end of employment as possible once final payments have been made		
Immigration checks	3 years after the termination of employment		
Contracts. These may include: Written particulars of employment. Contracts of employment or other contracts. Documented changes to terms and conditions.	7 years after the contract ends		
Collective workforce agreements and past agreements that could affect present employees.	7 years after employment ends		Any copy of a relevant collective agreement retained on an employee's record will remain while employment continues and for seven years after employment ends.

Records in relation to hours worked and payments made to workers			These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.
Travel and subsistence.	7 years after employment ends		
Record of advances for season tickets and loans to employees	7 years after employment ends		
Personnel records. These include: Qualifications/references. Consents for the processing of special categories of personal data. Annual leave records. Annual assessment reports. Disciplinary procedures. Grievance procedures. Death benefit nomination and revocation forms. Resignation, termination and retirement.	7 years after employment ends		
Records in connection with working time	7 years after employment ends		

5. PENSIONS RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
Name and address of scheme or provider of the automatic enrolment scheme used to comply with the employer's duties.	6 years	Employers' Duties (Registration and Compliance) Regulations 2010 (*SI 2010/5*) (Employers' Duties Regulations 2010) (regulations 5, 6 and 8).	Minimum statutory period.
Employer pension scheme reference.	6 years	Employers' Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.
Evidence scheme complies with auto-enrolment statutory quality tests.	6 years	Employers' Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.
Name, NI number, date of birth and automatic enrolment date of all jobholders auto-enrolled (and corresponding details for non-eligible jobholders and entitled workers who have opted in or joined).	6 years	Employers' Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.
Evidence of jobholders' earnings and contributions.	6 years	Employers' Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.
Contributions payable by employer in respect of jobholders and dates on which employer contributions were paid to scheme.	6 years	Employers' Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.

If auto-enrolment postponement period used, records of workers who were given notice of postponement including full name, NI number and date postponement notice was given.	6 years	Employers’ Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period.
Auto-enrolment opt-in notices, joining notices and opt-out notices (original format).	6 years (4 years for opt-out notices)	Employers’ Duties Regulations 2010 (regulations 5, 6 and 8).	Minimum statutory period. Opt-in notices, joining notices and opt-out notices must be kept in the original format, although copies of the original format or electronically stored versions are acceptable (*Pensions Regulator, Detailed Guidance Note 9, Keeping records, paragraph 8*).
If employer is (or was) sponsoring employer of an occupational pension scheme, any document relating to monies received by or owing to the scheme, investments or assets held by the scheme, payments made by the scheme, contracts to purchase a lifetime annuity in respect of scheme member and documents relating to the administration of the scheme.	For the tax year to which they relate and the following 6 years	Registered Pension Schemes (Provision of Information) Regulations 2006 (*SI 2006/567*) (regulation 18).	Minimum statutory period.
Information relating to applications for ill health early retirement benefits, including medical reports.	While entitlement continues and for period of 15 years after benefits stop being paid.	Limitation period	Employers may also need to keep data relating to employees’ job descriptions to assist with any ill-health application.
Death benefit nomination and revocation forms.	While entitlement continues and for period of 15 years after the death of member and their	Limitation period	Longer may be required for public sector employees e.g. the National Archives suggests 100 years from date of birth.

	beneficiaries.		

6. FACILITIES AND SECURITY RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
CCTV recordings.	90 days for routine recordings. As long as necessary for any investigations or claims that arise.	Best practice	No set period in law but as these can contain personal data, should be kept for no longer than is necessary for the purpose. Relevant authorities must comply with the Surveillance Camera Code of Practice.
Visitor logs.	6 months	Best practice	No set period in law but as these can contain personal data, should be kept for no longer than is necessary for the purpose.
Property management and asset records.	6 years or 12 years depending on whether the agreement is executed as a simple contract or a deed respectively	Limitation period	If agreement has been executed as a simple contract, actions are time barred 6 years from the date of breach of contract (*section 5, Limitation Act 1980*). If the agreement is executed as a deed, actions are time barred 12 years from the accrual of the cause of action (*section 8, Limitation Act 1980*).
Building contracts.	12 years from practical completion when executed as a deed	Limitation period	An organisation may wish to break this down into sub-categories of agreement, for example, professional appointment, building contract, collateral warranty, third-party rights, development agreement and novation or assignment documents. An organisation may also wish to list related documents such as insurance and finance, for example, bonds and parent company guarantees.

			In addition, consideration should be given to other records relating to the building works, such as correspondence, which may be required in the event of a dispute.
Leases.	6 or 12 years depending on the issue	Limitation period	If the tenant has not paid rent, the landlord is time barred from recovering the same 6 years from the date the rent became due (*section 19, LA 1980*). Otherwise because a lease is usually executed as a deed, actions under leases are time barred 12 years from the accrual of the cause of action (section 8, LA 1980).
Health and safety files for building works .	6 years from completion	Limitation period	Organisations may wish to retain for longer to assist with future works and maintenance.

7. PROCUREMENT RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
Unsuccessful tenders	2 years	Business need	Businesses that have a large number of tenders may prefer to only retain for 1 year but will depend on the nature of the business.
Successful tenders	Contract period plus 6 years (12 years for contracts executed as a deed).	Limitation period	
Contractual documents	Contract period plus 6 years (12 years for contracts executed as a deed).	Limitation period	

8. LEGAL RECORDS

TYPE OF DATA	RETENTION PERIOD	REASON	COMMENTS
Legal advice and opinions (non-litigation).	6 years after life of the service or matter the advice relates to	Business need	
Legal advice and other records relating to specific litigation or claim.	6 years from settlement or withdrawal of claim	Limitation period	
Data subject rights requests	6 years from closure of request	Limitation period	
Previous versions of policies, including IT policy, privacy policy, retention policy etc.	6 years form being superseded	Business need and limitation period in the event of a related claim	
Monitoring and investigation requests	6 years from closure of investigation	Limitation period	
Insurance claims	3 years after settlement	Limitation period	