Data Retention Period Schedule

Data Category	Record	Trigger	Retention Period	Action	Reasoning
Personal Identifiable Information					
Human Resources					
Candidate (unsuccessful)	Name, contact details, social security number	Position been successfully filled	30 days after post filled	Destroy	Consent
Employee	Name, contact details, CV, contract, bank details, references, licences, passport, medical slips	Leaving the company's employment	7 years	Destroy	Performance of a contract
Employee	Emergency contacts	12 week review	30 days leaving employment	Destroy	Consent
Employee	Accident report forms	Leaving the company's employment	7 years	Destroy	Compliance with a legal obligation
Employee	Martial status	Leaving the company's employment	7 years	Destroy	Protection of data subject's interest
Contractors	Name, contact details, signature, 3rd Party Liability Insurance, bank details	Contract ends	7 years	Destroy	Performance of a contract
Sub-Tenants	Name, contact details, signature, 3rd Party Liability Insurance, bank details	Sub-lease expires	7 years	Destroy	Performance of a contract
Customers	Name, contact details, boat name/registration/photos, mooring number, bank details	Account closure request or dormant for 3 years	7 years	Destroy	Performance of a contract
Suppliers	Name, contact details, invoices, bank details	Closure of supplier account or last invoice date	7 years	Destroy	Performance of a contract
Corporate Governance					
Statutory documents/minutes				Retain	Compliance with a legal obligation
Risk management records/policies			7 years	Review	Business interest
Customs' fuel can sheets	Name & Telephone Number	3 year review	3 years	Destroy	Compliance with a legal obligation
Financial Records					
Annual Accounts			7 years	Review	Compliance with a legal obligation