

| Category | Examples & Retention period |
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| Financial records | <ul style="list-style-type: none"> • Tax information, cash book payments etc. <p>Payroll data</p> <p><i>Current year plus 6 years</i></p> |
| Complaints | <ul style="list-style-type: none"> • Correspondence with complainants, correspondence with a regulatory body such as the Legal Ombudsman and Information Commissioner's Office <p><i>Current year plus 6 years</i></p> |
| Contractual arrangements | <ul style="list-style-type: none"> • Supplier agreements, Service level agreements <p>Legal contracts</p> <p>Tender documentation</p> <p><i>Life of contract plus 6 years</i></p> |
| Governance papers | <ul style="list-style-type: none"> • Articles, Instruments and company administration records <p>Agendas and minutes of meetings</p> <p><i>Current year plus 6 years</i></p> |
| Data Protection requests | <ul style="list-style-type: none"> • Correspondence regarding Data Subject Access requests <p><i>Current year plus six years</i></p> |
| Personnel records | <ul style="list-style-type: none"> • Wide variety of specific retention limits – please see Schedule below <p><i>from 6 months to 75 years</i></p> |
| Health and Safety records | <ul style="list-style-type: none"> • Please refer to Health and Safety Officer <p><i>Retention Schedule Up to 50 years</i></p> |
| Details relating to Hamlins teams and its representatives | <ul style="list-style-type: none"> • Financial information, personal data, audit information <p><i>Current year plus 6 years</i></p> |
| Clients | <ul style="list-style-type: none"> • Often clients wish for us to retain client files and other information indefinitely and therefore we often, with client consent, retain files indefinitely, this will often be the case with real estate files and private client matters <p><i>Indefinitely</i></p> |