

## Data Retention

Policy Statement

1<sup>st</sup> April 2018

# Client Data Retention Policy

Fisherprint/TLC Customer Communication complies fully with relevant UK privacy and data protection legislation in its treatment of all client data. Legislation applicable to this policy is:

- The Data Protection Act 1998 as amended from time to time; and
- Privacy & Electronic Communications Regulations 2003 as amended from time to time

### Policy Implementation

Fisherprint/TLC intends to retain client data for as long as necessary for them to fulfil the purpose for which the data was collected. To achieve this in an efficient manner Fisherprint/TLC has implemented the retention periods described below, subject to GDPR provisions. We are committed to fulfilling client requirements and will discuss varying retention periods. Please note requests to extend any retention period may incur a charge. In the interests of simplicity retention periods are as follows:

Function Location	Retention Period
1. Ad-hoc analysis projects	90 days after completion of project
2. Archive Services	As agreed with the client, or where not agreed, for such duration as is necessary for the services
3. Data Processing systems	90 days
4. Database backup files	As agreed in contract, or where not agreed, for such duration as is necessary for the services
5. Database Creation Files	6 months after go-live sign-off
6. Files for external delivery	90 days
7. Sign-off Proofs	90 days
8. Test Data	As agreed with the client, or where not agreed, for such duration as is necessary for the services