



CammachBryant Limited Data Retention Policy

Personal Data and Sensitive Data:

It is the policy of CammachBryant Limited to retain your Personal Data, and where applicable, Sensitive Personal Data, under the *Legitimate Interest* of providing *Work-Seeking Services*.

Nevertheless, CammachBryant Limited will not hold your Personal Data for longer than is deemed necessary for the purposes for which the data is processed.

'Personal Data' includes:

- Your Name
- Your Address
- Your Contact Telephone Numbers
- Your E-mail Address
- Your CV, including Personal Statement and/or Profile
- Your Registration and/or Personal Details Form
- Relevant Certificates
- References
- Details of the type of work you are looking for
- Suitable Work Locations
- Salary / Rate / Benefit Details
- Next of Kin Details (where applicable)
- Bank Details (where applicable)

'Sensitive Personal Data' includes:

- Health / Disability Data relevant to the work being carried out
- Criminal Conviction Data

CammachBryant Limited will retain your Personal Data for a period of eight (8) years from the date of last contact, unless:

- a) We receive a request from you (the data subject) to delete your personal data from our system(s);
- b) We believe there is a legal requirement for us to retain your data for a longer period of time;
- c) We are processing your Personal Data with regards to a legal claim

Should you at any point wish to request the removal of your Personal Data, please contact us and we shall deal with your request accordingly and in the line with the General Data Protection Regulations.

Contact: chris@cammachbryant.com