

William rose - data retention

<b>Data Category</b>	<b>Records Held (type of data)</b>	<b>Retention Timescale years</b>	<b>Purpose of Retention</b>	<b>Action Following Retention</b>	<b>Legal Basis/william rose Policy</b>
Estate Agency	Live Lettings Applicant	Current Year +2	Renter applicants are likely to be active during this period	Archive	William rose Policy
	Live Sales Applicant	Current Year +2	Sales applicants will usually take several months before they purchase	Archive	William rose Policy
	Live Property Seller	Current Year +2	Property sales can take time and info marketing conditions is relevant	Archive	William rose Policy
	Archived Lettings Applicant	2 Years	Business relationship has expired	Destroy/Anonymised	William rose Policy
	Archived Sales Applicant	4 Years	Not a meaningful potential buyer	Destroy/Anonymised	William rose Policy
	Archived Property Seller	4 Years	No longer a business relationship	Destroy/Anonymised	William rose Policy
	Archived Landlord	4 Years	No longer a business relationship	Destroy/Anonymised	William rose Policy
	Offer Details	Current Year + 6	Legal Compliance	Destroy/Anonymised	Estate Agency Act 1979
	Referencing Details	Current Year + 6	Legal Compliance	Destroy/Anonymised	The Limitation Act 1980
	Deposit Scheme Information	Current Year + 6	Legal Compliance	Destroy/Anonymised	Housing Act 2004

Data retention legislation determined

Category	Examples & Retention period
Financial records	Tax information, Purchase ledger, sales ledger, cash book payments etc.  <i>Current year plus 6 years</i>
Complaints	Correspondence with complainants, correspondence with The Property Ombudsman (TPO)  <i>Current year plus 6 years</i>
Contractual arrangements	Supplier agreements, Service level agreements  Legal contracts  Tender documentation  <i>Life of contract plus 6 years</i>
Governance papers	Articles, Instruments and company administration records  Agendas and minutes of meetings  <i>Current year plus 6 years</i>
Data subject access requests ("Requests")	Correspondence regarding Requests (including but not limited to requests for a copy of an individual's personal data and requests for personal data to be deleted and destroyed)  <i>Current year plus six years</i>
Know Your Client and Money Laundering Information	Copies of Passports and Proof of Address  <i>Minimum of 7 years from the end of the business relationship (unless other criteria exists as per relevant legislation)</i>
Estate Agency Relevant Information	Details of offers to purchase, deposit information, Memorandum of sales  <i>Current year plus 6 years</i>
Details relating to current and potential Franchisee(s) (and Guarantors) and their representatives	Financial information, personal data, audit information  <i>Current year plus 6 years</i>

Given our experience of document and data retention, william rose operate a Policy where data is, usually, archived before being destroyed or anonymised. Archived data can then either become live data again based on requirement or alternatively will be deleted after the periods of retention that form part of this Policy. Data which is archived is held on the following basis:

## William rose - data retention

1. Archived data will not be actively used by william rose. Unless the data becomes active via the data subject requesting such data to become current.
2. Once data becomes active again the two year plus current year rule will be reapplied to such data. (Or any other period if required by legislation)