

Data retention policy

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About us

“Ability Software Group”, “Ability CRM”, “Ability Portals” and “Ability HR” are all trading styles of B1 Network Systems Ltd which is a registered company in the United Kingdom. Registration number: 13682361

The General Data Protection Regulations

The GDPR defines ‘personal data’ as “*any information relating to an identified or identifiable natural person (a “data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.*”

The GDPR also covers “special category” personal data (also known as “sensitive” personal data). Such data includes, data concerning the data subject’s health and medical conditions, criminal convictions, race, ethnicity, politics, religion, trade union membership, genetics, biometrics (if used for ID purposes), or sexual orientation.

Storage Limitation

Article 5 (e) refers to storage limitation, and states that personal data shall be “kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject.”

Data Subject Rights and Data Integrity

We acknowledge the Chapter 3 rights of the data subject, contained in Articles 12 – 23 of the GDPR in respect of the data we process, which are also included in our Data Protection Policy.

- The right to be informed
- the right of access
- the right to rectification
- the right to erasure (also known as the ‘right to be forgotten’). This right is subordinate to our regulatory obligation to retain client data for insurance purposes for a period of 7 years and accounting data for a period of six years
- the right to restrict processing
- the right to data portability
- the right to object
- rights with respect to automated decision-making and profiling

In particular, Article 17 deals with the right to erasure (‘right to be forgotten’). Data subjects have the right to have their personal data erased (and to prevent the processing of that personal data) in the following circumstances:

- a) Where the personal data is no longer required for the purpose for which it was originally collected or processed (see above);
- b) When the data subject withdraws their consent;
- c) When the data subject objects to the processing of their personal data and we have no overriding legitimate interest;
- d) When the personal data is processed unlawfully (i.e. in breach of the UK GDPR);
- e) When the personal data has to be erased to comply with a legal obligation;
or
- f) Where the personal data is processed for the provision of information society services to a child.

This Policy sets out the type(s) of personal data we hold to provide our services to

you. It also documents the period(s) for which that personal data is to be retained and our disposal procedures.

Further information about our compliance with the data protection laws can be found in our Data Protection Policy.

Data Disposal

Upon the expiry of the data retention periods set out below, or when a data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed, or otherwise disposed of as follows:

- Personal data stored electronically (including all backups thereof) shall be deleted securely.
- Special category personal data stored electronically (including all backups) shall be deleted securely.
- Personal data stored in hard copy form is shredded.
- Special category personal data stored in hard copy form is shredded

Data Retention

We will not retain any personal data for any longer than is necessary in light of the purpose(s) for which that data is collected, held, and processed.

Different types of personal data, used for different purposes, may be retained for different periods (and its retention periodically reviewed), as set out below.

When establishing and/or reviewing retention periods, the following shall be considered:

- Our objectives and what is required of us
- The type of personal data in question
- The purpose(s) for which the data in question is collected, held, and processed
- Our legal basis for collecting, holding, and processing that data
- The category or categories of data subject the data relates to

Other documents include

Privacy policy
Data sharing agreement
Data processing agreement
Terms of service policy
Acceptable use policy
Data protection