

DATA RETENTION POLICY

Company Name:	EU Signs Ltd
Address:	Unit 6, Stirling Industrial Centre, Stirling Way, Borehamwood, WD6 2BT
Objective:	This Data Retention Policy outlines the principles and procedures for retaining, managing, and securely disposing of data at EU Signs Ltd. The policy ensures compliance with UK data protection regulations, including the UK GDPR and Data Protection Act 2018.
Scope:	This policy applies to all business-related data, including customer details, design files, financial records, employee records, and communications.
Criteria:	Criteria Comprehensive Audit (or part thereof) against the Management System processes and procedures documented by the Organisation, based on the requirements of the ISO 9001 : 2015.

DATA RETENTION PERIODS

- **Customer Orders & Design Files:** Retained for 5 years from the last transaction to facilitate repeat orders and compliance with legal obligations.
- **Financial Records & Invoices:** Retained for 6 years as per HMRC requirements.
- **Employee Records:** Retained for 7 years post-employment in compliance with employment laws.
- **Marketing Data:** Retained for 2 years unless the customer opts out or requests deletion.
- **General Business Correspondence:** Retained for 3 years unless required for ongoing business needs.

DATA STORAGE & SECURITY

- All digital data is stored securely using encrypted storage systems with restricted access.
- Physical records are stored in a secure environment with access controls.
- Regular audits are conducted to ensure compliance with data retention policies.

DATA DISPOSAL

- Expired digital records are securely deleted using certified data-wiping methods.
- Physical records are shredded and disposed of securely to prevent unauthorised access.
- Customer requests for data deletion are processed in accordance with UK GDPR regulations.

EXCEPTIONS & COMPLIANCE

- Any exceptions to this policy must be approved by management.
- Non-compliance may result in disciplinary action and legal consequences.
- This policy will be reviewed annually to ensure ongoing compliance with legal and business requirements.
- For any questions regarding this policy, please contact our Data Protection Officer at EU Signs Ltd.

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