

What Data do we hold?	Who does the data belong to?				Why do we keep it?	How long for?	Who do we share it with?
	Employees, Directors	Job Seekers	Suppliers' Employees & Sub-contractors	Customers			
Data Categories	Employees, Directors	Job Seekers	Suppliers' Employees & Sub-contractors	Customers	Processing / Storage Purposes	Data Retention Policy	Data Sharing
Contact Information	1	1	1	1	To communicate for business purposes To communicate for marketing purposes To carry out financial transactions	3 months after the end of FY in which they are active  Indefinitely for employee's and Directors unless specifically stated otherwise.	Relevant clients, Staff Vetting (outsourced vetting company) and other companies in the group.
Photo's	1	0	1	1	On-boarding & Vetting To communicate for business purposes To communicate for marketing purposes	3 months after the end of FY in which they are active	Relevant clients and other companies in the group.
Alternative contact details.	1	0	1	0	In case of emergency.	3 months after the end of FY in which they are active	Internal use only.
Scanned passports and relevant visa's.	1	0	1	0	On-boarding & Vetting	3 years after work is concluded	Relevant clients and other companies in the group.
Bank details.	1	0	0	0	For financial control and audit purposes. To carry out financial transactions	6 years from end of accounting period or until an enquiry has been completed, whichever is latter.	Lloyds and HSBC, in Xero and with accountancy and bookkeeping sub-contractors.
Gender (sensitive data category)	1	0	1	1	Non discrimination compliance To communicate for business purposes	3 months after the end of FY in which they are active	Internal use only.
* National Insurance Numbers * UTR's from HMRC	1	0	0	0	Required by HMRC.	6 years from end of accounting period or until an enquiry has been completed, whichever is latter.	Internal and HMRC
Correspondence, notes and meeting information which may include personal information	1	1	1	1	Commercial business purposes	Financial year + 1 complete financial year.	Internal use only.
BPSS reports.	1	0	1	0	On-boarding & Vetting Comply with security standards	Report date + 3 years.	Internal use only.
CV's.	1	1	1	0	Potential job matches/put in relevant talent pools.	12 months from last correspondence	Clients and other companies in the IJ group.
Biography	1	0	0	0	Communication for Marketing Purposes	As long as you work with us	Publicly shared.