

Data Retention Notice

Thatcher Associates is committed to protecting and respecting your privacy. We will retain your data in line with the following table. Please remember that it is your right to ask us to retain your data for a shorter period of time, to amend it or to delete it altogether. Should you have any queries relating to data retention, please contact us at office@thatcherassociates.com

Category of Data	Retention Method	Personal Data	Most Probable	Purpose for Retention	Deletion Date
Subject		Retained	Lawful Processing		
			Ground		
Individuals Seeking or Pla	aced into Permanent Employ	yment			
An individual who we	CRM, accounting system,	CV, introduction	Contract	Legal requirement – record of	8 years from last
have placed into new	email system, hard copy	records,		business completed.	meaningful
employment		communication		To provide career	communication
		arranging		management services	
		placement,			
		identification copy			
An individual who we	CRM, email system	CV, introduction	Legitimate business	To make individuals aware of	8 years from last
have not placed, but		records,	interest or consent	career opportunities that may	meaningful
who we have		identification copy		interest them.	communication
introduced to our					
clients					
Individuals who we are	CRM, email systems	CV, passport copy	Legitimate business	To make individuals aware of	6 years from last
likely to be able to place			interest or consent	career opportunities that may	meaningful
in the future				interest them.	communication
Individuals who we are	Email systems	CV	Legitimate business	Data will only be retained in	2 years from last
unlikely to be able to			interest	our email systems and will be	communication
place in the future				deleted within 2 years from	
				last meaningful	
				communication.	



	aced into contract employme		Continuet	I amal manufacture at the control of	0
An individual who we have placed on a	CRM, accounting system, email systems. Server /	CV, introduction records,	Contract	Legal requirement – record of business completed.	8 years from last meaningful
temporary contract	cloud storage and Hard Copy	communication arranging placement, passport copy, bank account, National Insurance, Ltd Co details		To provide career management services	communication
An individual who we have not placed, but who we have introduced to our clients in the last 6 years	CRM, email systems	CV, introduction records, passport copy	Legitimate business interest or consent	To make individuals aware of career opportunities that may interest them.	8 years from last meaningful communication
Individuals who we are likely to be able to place in the future	CRM, email systems	CV, passport copy	Legitimate business interest or consent	To make individuals aware of career opportunities that may interest them.	6 years from last meaningful communication
Individuals who we are unlikely to be able to place in the future	Email systems	CV	Legitimate business interest	Data will only be retained in our email systems and will be deleted once 2 years old	2 years from last communication
Client Contacts with Clients or Prospective Clients	CRM, email systems, hard copy. Server / cloud storage	Contact details and trading activity	Contract or Legitimate Business Interest	Contact names and details are retained to enable Thatcher Associates to supply services to the client company.	6 years from last meaningful communication
Suppliers	Hard copy, company servers / cloud storage, email systems	Contact names and details. Service agreements and contracts	Legitimate interest and contract	Legal requirement – a record of services or products supplied	6 years from last communication