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# Data Retention Policy

Pronounced80 Solutions Limited

*Freeing business from the tyranny of legacy software*

Version 1.0 | Effective: May 2026 | Review: Annual



## 1. Purpose

To ensure information is retained only for as long as necessary and securely disposed of when no longer required.

## 2. Scope

All personal data, client data and business records held by Pronounced80 Solutions Limited.

## 3. Principles

- Minimum necessary retention.
- Defined retention periods per data category.
- Secure deletion or anonymisation at end of retention.
- Client/contractual requirements take precedence where stricter.

## 4. Indicative Retention Periods

Category	Typical retention
Website contact form enquiries	Up to 24 months from last contact
Prospect and CRM records	Up to 3 years from last interaction
Client engagement records (contracts, SoWs)	Duration of contract + 7 years
Project deliverables held by us	Duration of contract; returned/deleted on exit per agreement
Financial/accounting records	7 years (UK statutory)
Tax records	7 years
Employment records	Duration of employment + 6 years
Recruitment records (unsuccessful)	6–12 months
Email correspondence	Reviewed periodically; client-related per engagement retention
System and security logs	Per provider defaults; typically 90–365 days
Backups	Per backup lifecycle; overwritten on schedule

Client-specific retention requirements override the above where stricter.

## 5. Deletion

- Electronic data: deleted from active systems and overwritten on backups per the backup lifecycle.
- Physical records (where used): cross-cut shredding or confidential waste disposal.



## **6. Right to Erasure**

Requests are handled per the Data Protection Policy, subject to legal and contractual retention obligations.

## **7. Review**

Reviewed annually or on regulatory/contractual change.