

RACK Retention Schedule

	Relevant Documents or Data	Retention Period
Contractual Information (Data required for contracts and engagement)	Personal Information Name Contact Number Job Title Email Address	Data to be stored for up to 7 years after the end of the subscription for financial and tax records. The data will be removed from the RACK system after 12 months of inactivity.
User Data (Data required for a "User" to register and access their account and tools)	Personal Information Name Contact Number Job Title Email Address	The data will be removed from the RACK system after 12 months of inactivity.
Incident Details (Data relating to an incident. Will include potential witness and suspect information)	Personal Information Name Contact Number(s) Job Title(s) Email Address(es) CCTV Images CCTV Video Ethnicity	If subject to legal proceedings this data will be kept for the duration of those proceedings. For investigations that are deemed unsubstantiated any personal information will be anonymised or deleted after 3 years of account inactivity. CCTV Images will be deleted between 6-36 months dependant on subscription. CCTV Video will be deleted between 6-12 months
	Investigation Information Investigation Notes Statements Communications (Letters/Emails) Employee Records* Grievance Records* Training and Qualifications*	If subject to legal proceedings this data will be kept for the duration of those proceedings. For investigations that are deemed unsubstantiated any personal information will be anonymised or deleted after 3 years of account inactivity.
	Legal Information Advice Emails	As above
Payment Details (Data relating to subscription and payments)	Payment Information Name Card Details Company Details Address Telephone Number	Global Privacy Statement Intuit (This service is managed by a third party only basic information shared with RACK for accounting purposes)

Note: * Users may upload documentation that is held elsewhere in order to build an appropriate investigation file. Those items should be only uploaded for the purpose of the investigation and once the matter has reached an adequate conclusion should be deleted from RACK. RACK would recommend the originals are maintained within the appropriate customer IT/Filing system.