



Data Retention and Deletion Policy

SeguraTech Ltd

Date created: December 2025

Date modified: December 2025

Version: 1.0

Purpose

This policy defines how long SeguraTech Ltd retains personal data and how it is securely deleted when no longer required.

Scope

This policy applies to all personal data processed by SeguraTech Ltd, whether collected digitally, manually, verbally, or through third-party systems.

Responsibility

Responsible persons:

Mike Richards

Swetha Stejskal

Only authorised data handlers may retain, review, or delete personal data.

Retention principles

Personal data is retained only where there is a legitimate business, legal, or contractual need. Data is not retained indefinitely or without purpose.

Retention periods

Enquiry data is retained for up to 12 months unless it results in a contractual relationship.

Client data is retained for the duration of the relationship and for up to 6 years afterwards to meet legal and contractual obligations.

Financial and accounting records are retained for up to 6 years in line with UK tax requirements.

Temporary notes or manually recorded data are retained only until information has been securely transferred into authorised systems and are then destroyed.

Deletion and disposal

When data is no longer required, it is securely deleted from systems or destroyed in a way that prevents recovery where reasonably possible.

Exceptional retention

Data may be retained beyond standard periods where required by law or to establish, exercise, or defend legal claims. Any such retention is documented and reviewed.