



Data Retention Notice

fortice ltd are committed to protecting and respecting your privacy. fortice ltd 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, or to delete it altogether. Should you have any queries relating to data retention, please contact us at office@fortice.co.uk

Category of Data Subject	Retention Method	Personal Data Retained	Most Probable Lawful Processing Ground	Purpose for Retention	Deletion Date
Individuals seeking or placed into permanent employment					
An individual who we have placed into new employment	CRM, Accounting system, Email, Hard copy	CV, introduction records, communication arranging placement, ID copy	Contract	Legal requirement – record of business completed. To provide career management services	8 years from last meaningful communication
An individual who we have not placed, but have introduced to our clients	CRM, Email systems	CV, introduction records, ID 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 email systems and will be deleted within two years from last meaningful comms	2 years from last meaningful communication
Individuals seeking or placed into contract employment					
An individual who we have placed on a temporary contract	CRM, accounting system, email systems. Server/cloud storage and hard copy	CV, introduction records, communication arranging placement, passport copy, bank account, NI, Ltd Co details	Contract	Legal requirement – record of business completed. To provide career management services	8 years from last meaningful contact
An individual who we have not placed but who we have introduced to our clients in the past 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 contact
Individuals who we are likely to be able to place in the future	CRM, Email systems	CV, Passport Copy	Legitimate business interest	To make individuals aware of career opportunities that may interest them	6 years from last meaningful contact
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 after two years	2 years from last communication
Clients, Contacts and Suppliers					
Client Contacts with current 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 and details are retained to enable fortice ltd 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 requirements – a record of services of products supplied	6 years from last meaningful communication