



## Jobs4.co.uk Data Retention Policy

- 1.1 This policy has been designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 1.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 1.3 We will retain and delete your personal data as follows:
  - (a) Account Data will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (b) Profile Data (other than Profile Data which is also Account Data) will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (c) Contact Data (other than Contact Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (d) Usage Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (e) Enquiry Data (other than Enquiry Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (f) Transaction Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (g) Notification Data (other than Notification Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
  - (h) Correspondence Data (other than Correspondence Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
- 1.4 Notwithstanding the other provisions of this policy, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

## **2. Amendments**

- 2.1 We may update this policy from time to time by publishing a new version on our website.
- 2.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 2.3 We may notify you of changes to this policy by email.

## **3. Our details**

- 3.1 This website is owned and operated by Jobs4UK Ltd.



- 3.2 We are registered in England and Wales under registration number 07067723, and our registered office is at Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.
- 3.3 Our principal place of business is at *Edgbaston House, Hagley Road, Edgbaston, Birmingham. B16 8LB.*
- 3.4 You can contact us:
- (a) by post, using the postal address given above;
  - (b) using our website contact form;
  - (c) by telephone, to Paul Doherty on 0844 808 0000
  - (d) by email, to [paul@Jobs4.co.uk](mailto:paul@Jobs4.co.uk).