



# Data Retention & Deletion Policy

**Effective Date:** Jan 2025

**Last Updated:** Jan 2025

Need an Optom ("we," "us," or "our") is committed to ensuring that personal data is stored securely and retained only for as long as necessary to fulfill its intended purpose. This policy outlines **how long we keep candidate and employer data, how it is handled, and the process for requesting data deletion**, in compliance with **UK GDPR and the Data Protection Act 2018**.

For more details on how we process personal data, please refer to our [\[Privacy Policy\]](#).

## 1. How Long We Retain Data

We retain data for the following periods to ensure compliance with **legal, regulatory, and business requirements**:

### 1.1 Candidate Data

- **CVs, applications, and profiles:** Stored for **12–24 months** from the last date of account activity or job application submission.
- **Job application history:** Retained for **up to 24 months** to help candidates track previous applications.
- **Right-to-work documentation** (where applicable): Retained for **up to 5 years** if required by law.
- **Email communications** with candidates: Stored for **12 months** for reference and service improvement.

📌 If a candidate remains active (e.g., applying for jobs, updating their profile), their data may be retained beyond 24 months.

## 1.2 Employer Data

- **Company profiles & job postings:** Retained for **24 months** from the last job posting or account activity.
- **Contracts & agreements:** Stored for **6 years** for legal and compliance purposes.
- **Billing & financial records:** Retained for **6 years** to comply with financial regulations.

📌 Expired job postings are **automatically removed** from public listings after **[3] months** but may be retained internally for compliance tracking.

## 2. How We Handle Data After Retention Periods

- After the retention period expires, **personal data is securely deleted or anonymized** so that it can no longer be linked to an individual.
- Anonymized data may be used for **statistical reporting** and **market research**, but it will contain **no personally identifiable information**.
- Data that is legally required for **tax, legal, or audit purposes** will be retained securely until it is no longer necessary.

## 3. How to Request Data Deletion

Under **UK GDPR**, individuals have the **right to request data deletion** (also known as the "**right to be forgotten**"). Candidates and employers can request data removal by following these steps:

- 1) **Email a Request:** Send an email to [hello@needanoptom.com](mailto:hello@needanoptom.com) with the subject "Data Deletion Request."
- 2) **Provide Identity Verification:** For security reasons, we may ask you to verify your identity before processing the request.
- 3) **Specify Data to Be Deleted:** Indicate whether you want your entire account removed or specific records (e.g., CV, job applications).
- 4) **Processing Time:** We aim to process deletion requests within **30 days**, in line with **UK GDPR guidelines**.
- 5) **Confirmation:** You will receive an email confirming the deletion of your data.

📌 **Exceptions:** We may retain certain data if required by law, such as for **tax, audit, fraud prevention, or regulatory compliance**.

## 4. Account Inactivity & Automatic Deletion

To protect user privacy, we **automatically delete inactive accounts**:

- ✓ **Candidate accounts** that remain inactive for **24 months**.
- ✓ **Employer accounts** with no job postings or activity for **24 months**.

✓ A notification email will be sent **30 days before deletion**, allowing users to reactivate their account if needed.

## 5. Security & Data Protection

We take **data security seriously** and implement:

- 🔒 **Encryption** – Secure storage of personal data.
- 🔒 **Access Control** – Restricted access to authorized personnel only.
- 🔒 **Secure Deletion Methods** – Data is permanently erased from our servers when no longer needed.

## 6. Changes to This Policy

We may update this **Data Retention & Deletion Policy** from time to time. Any changes will be **posted on this page**, and if significant, we will notify users via **email or website alerts**.

*Last Updated: Jan 2025*

## 7. Contact Us

For any questions regarding this policy or to request data deletion, please contact us:

- 📍 **Address:** 869 High Road, London, United Kingdom, N12 8QA
- ✉️ **Email:** [hello@needanoptom.com](mailto:hello@needanoptom.com)
- 📞 **Phone:** 020 3846 8888

📌 **This policy is separate from our Privacy Policy but works in conjunction with it to protect your data.**