



**RETENTION (OF DATA)
POLICY**

This Retention Policy forms part of Stone Rowe Brewer's overall Data Protection and Information Management and Security Policy as embedded in the Firm's Quality Procedures Manual and it should be read and considered in that context. This Policy has been revised by reference to the GDPR as introduced on 25th May 2018 and will be reviewed periodically thereafter

<p>General Policy</p> <p>Considerations</p>	<p>The Firm's general policy as to retention of data is that data will not be retained beyond the time when it is necessary to do so.</p> <p>Unless a client specifically requests the erasure of data or requests to be forgotten, the following considerations will be taken into account:</p> <ul style="list-style-type: none">• Case documents may be relevant to an appeal out of time.• File documents can be used as precedents.• Data on file is specifically retained for legal purposes only• Data and documents are of significant value and benefit to the data subject within subsequent matters, cases and transactions• Case documents may contain the results of research into the law, which
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<p>Storage Policy (continued)</p>	<ul style="list-style-type: none">• Data should be regularly backed up in line with the Firm's backup procedures• Data should never be saved directly to mobile devices such as laptops, tablets or smartphones• All servers containing sensitive data must be approved and protected by security software and a strong firewall• At the conclusion of files/matters, the Firm's archiving policy is to store information securely on its intranet and in that regard such information and data is encrypted.
<p>Duties as a Law Firm</p>	<p>We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained. As a Law Firm, we have duties to retain data for a period of 6 years and in various types of transactions, such as personal injury or clinical negligence cases involving children or in family or matrimonial matters, the retention period may be longer of necessity.</p>
<p>Special Category Data</p>	<p>The Firm's policy is that, except in certain circumstances, special category data will be deleted and/or destroyed at the point of archiving the data subject's file or matter after the conclusion of the transaction in question. Examples of the certain circumstances when special category data may be retained for longer are:</p> <ul style="list-style-type: none">• In litigation matters where an appeal out of time may be a possibility• In legal matters relating to children where it may be necessary to re-open or re-visit the matter at a later date• In Trust or tax matters

