



ADVANCED ASSESSMENTS LTD

Expert Witnesses & Psychologists

Advanced Assessments Ltd — Data Retention Policy

We only keep personal data for as long as we need it. We may destroy your data within seven days of completing a report or immediately if we do not complete a report. This seven day retention period applies to all types of data we might hold on you.

- We periodically review the data you hold and erase or anonymise it when we no longer need it.
- We carefully consider any challenges to our retention of data.
- Individuals have a right to erasure if they no longer need the data.
- We will comply with individuals' requests for erasure under 'the right to be forgotten.
- Additionally, individuals can automatically unsubscribe from any email mailing list they subscribe to.
- We know what personal data we hold and why we need it.
- We carefully consider and can justify how long we keep personal data.
- We might hold your data for 20 years after your last contact if we produce a report. However, there is no guarantee that we will keep the data for 20 years unless we are required to do so to meet any legal or professional obligation. In any event, we will only hold information for as long as we consider it necessary.
- We will consider whether we need to keep information to defend possible future legal claims. However, we may still delete information that could not possibly be relevant to such a claim.
- We will retain your data if you make a valid subject access request within seven days of service or any report or service we provide.
- For security and validation reasons, we strongly recommend you send any subject access request by royal mail signed for or special delivery only to Data Protection, Advanced Assessments Ltd, 180 Piccadilly, London, W1J 9HF. Oral requests will require documentary validation of ID and address.
- We will consider any legal or regulatory requirements, such as information required for income tax and audit purposes or information on health and safety aspects and hold information for that period specified in the legalisation.
- 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.
- We will review our retention of personal data at regular intervals.
- We might keep personal data for longer if you are only keeping it for legal, public interest archiving, scientific or historical research, or statistical purposes.
- We may keep personal data indefinitely if we are holding it only for:
 - archiving purposes in the public interest;
 - scientific or historical research purposes; or
 - statistical purposes.
 - If we keep personal data indefinitely, we will use appropriate safeguards in place to protect individuals. For example, pseudonymisation may be appropriate in some cases.
- Personal data is stored securely using modern software that is kept up to date.



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- Access to personal data shall be limited to personnel who need access, and appropriate security should be in place to avoid unauthorised sharing of information.
- When personal data is deleted will be done safely such that the data is irrecoverable. Appropriate backup and disaster recovery solutions are in place.