

**JEMEC Automotive Limited - Data Retention Schedule v2 06 May 2026**

	<b>Retention Trigger</b>	<b>Retain for</b>	<b>Action</b>	<b>Retention Purpose</b>	<b>Information Asset Owner</b>
Customer information on our accounting software (name, address, telephone, email)	Last Action	10 years	Delete	Business need	Company Secretary
Customer information on our Excel Order forms	Creation	10 years	Delete	Business need	Company secretary
Test-drive forms	Creation	3 years	Delete	Business need	Company Secretary
Loan-car forms	Creation	3 years	Delete	Business need	Company Secretary
Finance proposals, proof of identity and proof of address (online information and hard-copies)	Case close	1 month	Delete/Destroy	Business need	General Manager
Customer transaction information on accounting software (purchase data, including vehicle, sale price, part-exchange information, payment amounts and types)	Last Action	10 years	Delete	Business need	Company Secretary
Health and safety inspections, property management and asset records	Last action	10 years	Destroy	Health and Safety at Work (Jersey) Law 1989	Managing Director
IT back ups	Last action	30 days	Destroy	Business need	Company Secretary

Subject Access Requests	Case closed	10 years	Destroy	Business need	Company Secretary
Internal processes, guidelines and templates	Superseded	Immediate	No previous versions kept	Business need	Company Secretary
General advice and enquiries	Last action	7 years	Destroy	Business need	Company Secretary
Accounts Payable - invoices, periodic payments, cheque runs, cancelled cheques	Last action	10 years	Destroy	Business need	Company Secretary
Accounts Receivable – invoices, remittance advice and other records relating to debtors (e.g. logs of actions taken to chase overdue amounts, promises made etc)	Last action	10 years	Destroy	Business need	Company Secretary
Balance sheet reconciliations – fixed assets, stock, debtors and creditors reconciliations	Last action	10 years	Destroy	Business need	Company Secretary
Bank statements – original statements, bank reconciliations	Last action	10 years	Destroy	Business need	Company Secretary
Cashiers/Sales – receipt books, cash books, sales income records, paying in slips	Last action	10 years	Destroy	Business need	Company Secretary
General expenditure – purchase card statement and backing documentation, and petty cash reimbursements and backing documentation	Last action	10 years	Destroy	Business need	Company Secretary
Grants and Awards	Last action	10 years	Destroy	Business need	Company Secretary

Communications with Journalists	Creation	2 years	Destroy	Business need	Company Secretary
Competition entrants (where you do not fall into another categorically)	End of competition	3 months	Destroy	Business need	Company Secretary
Event delegate lists	End of event	2 years	Destroy	Business need	Company Secretary
JEMEC Website	Superseded	Immediate – no legacy kept		Business need	Company Secretary
Market research reports, campaigns, leaflets, publicity materials, promotional projects and image banks	Last action	5 years	Destroy	Business need	Company Secretary
Newsletters	Individual sign up	Until consent withdrawn	Delete from active newsletter mailing list(s) and add to our 'do not contact' list.	Business need	Company Secretary
Press releases and public statements	Major version	10 years	Destroy	Business need	Company Secretary
Social media direct/private messages	Creation	6 months	Destroy	Business need	Company Secretary
Staff mailboxes and Outlook	Creation	7 years	Destroy	Business need	Company Secretary
Telephone caller identification (no calls are recorded)	Creation	1 month	Destroy	Business need	Company Secretary

Text messages	Creation	Held by individual on personal phone	n/a	Business need	Company Secretary
Policy Legal and Legal Advice	Last action	11 years	Destroy	Business need	Company Secretary
Contracts	End of Contract	10 years	Destroy	Business need	Company Secretary
Building Contract and Leases	End of Contract	10 years	Destroy	Business need	Company Secretary
HR Information	End of Contract	10 years	Destroy	Business need	Company Secretary