

Data Retention Policy [SAP009]

1. Purpose

The purpose of this Data Retention Policy is to ensure that personal and compliance data collected and processed by Sonic Artistes is retained only for as long as necessary for the purposes for which it was collected, in compliance with legal obligations and business needs.

2. Scope

This policy applies to all personal data processed by Sonic Artistes, including but not limited to:

- Personal identification details
- Contact information
- Financial and payroll data
- Compliance-related documentation

3. Retention Periods

- **Personal Identification and Contact Information:**
 - **Retention Duration:** Retained for the duration of the contract and up to 6 years thereafter.
 - **Purpose:** For legal and auditing purposes, including potential disputes or inquiries.
- **Financial and Payroll Data:**
 - **Retention Duration:** Retained for the duration of the contract and up to 6 years thereafter.
 - **Purpose:** Compliance with tax and financial regulations, audits, and potential disputes.
- **Compliance-Related Documentation (e.g., Passport, Medical Records, Seaman's Discharge Booklet):**
 - **Retention Duration:** Retained for the duration of the contract and up to 6 years thereafter.
 - **Purpose:** To ensure compliance with legal requirements for working at sea and for verification in case of audits or inspections.
- **Video/Audio Links and Supporting Documents (e.g., Showreels, CVs):**
 - **Retention Duration:** Retained for the duration of the consideration for a position and up to 6 years after the decision.
 - **Purpose:** For potential re-evaluation or future opportunities.

4. Data Deletion and Anonymisation

Data that is no longer required shall be securely deleted or anonymised, ensuring that it cannot be reconstructed or accessed by unauthorised individuals.

5. Review and Compliance

This Data Retention Policy shall be reviewed annually to ensure its effectiveness and compliance with applicable laws and regulations. Any changes in legal requirements or business needs will prompt an immediate review and potential revision of this policy.

6. Responsibilities

The Data Protection Officer (DPO) is responsible for ensuring that this policy is followed, and for overseeing the secure deletion or anonymisation of data at the end of its retention period.

7. Exceptions

Any exceptions to this policy must be documented and approved by the DPO, ensuring that there is a clear justification for retaining data beyond the specified periods.

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