

# PAYNE HICKS BEACH

## DATA RETENTION GUIDELINES FOR CLIENTS

### Important Note

The tables below set out anticipated retention periods for both physical files and electronically held data. Please note that the retention periods are presented as guidelines only and different time frames may apply.

#### 1. Central Business Records

| Record Type   | Retention Period  |
|---|---|
| Client due diligence identity documents/information and verification checks | Please see the relevant retention period in the "Client files" section below                                    |
| Claims/complaints records   | 7 years after the conclusion of the claim/complaint (or after the client's 18th birthday/gaining of capacity)   |
| Accident books, reports and records   | 4 years after the date of the last entry (if an accident relates to a child, 4 years after their 18th birthday) |
| CCTV footage and images   | 2 years after the footage or images were first captured   |
| Online identifiers  | 2 years after the collection of the data  |

#### 2. Client Files

| Matter Type  | Retention Period  |
|--|---|
| Conveyancing (acting for purchaser)                            | 16 years after all aspects of the retainer have concluded   |
| Conveyancing (acting for vendor on sale of whole title)        | 7 years after all aspects of the retainer have concluded  |
| Conveyancing (acting for vendor who retains part of the title) | 16 years after all aspects of the retainer have concluded (or 7 years from the sale of the whole title) |
| Litigation (non-matrimonial)                                   | 12 years after all aspects of the retainer have concluded   |
| Probate and administration                                     | 7 years after whole estate is wound up and distributed  |
| Matrimonial and family (where no continuing obligation exists) | 7 years after all aspects of the retainer have concluded  |

| <b>Matter Type</b>   | <b>Retention Period</b>   |
|--|---|
| Matrimonial and family (where a continuing obligation exists)    | 7 years after all aspects of the retainer have concluded or after the continuing obligation expires, whichever is the later |
| Pre and Post-Nuptial Agreements                                  | 18 months after the death of the first spouse   |
| Corporate matters  | 12 years after all aspects of the retainer have concluded   |
| Trusts (completed)   | 7 years after all aspects of the retainer have concluded  |
| Trusts (continuing)  | 7 years after the life of the Trust   |
| Wills (files only)   | 7 years after the date of death of the testator (or of the spouse if later)   |
| Tax  | 12 years after the end of the period or assessment  |
| Immigration  | 7 years after all aspects of the retainer have concluded  |
| Matters on behalf of clients aged under 18 (or lacking capacity) | 7 years after the client's 18th birthday (or the gaining of capacity) or standard retention period if longer                |
| Client enquiries and aborted matters                             | Please see the retention period for the relevant matter type  |
| All other client matters   | 16 years after all aspects of the retainer have concluded   |

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