**DATA RETENTION SCHEDULE**

**Last updated: May 2018**

* For all membership data we will retain your data at the end of any contractual agreement indefinitely. This data will be retained for the fulfilment of our obligations at the Irish Society of Homeopaths and for service, business and financial planning purposes and for historical and statistical purposes.
* Where you have requested to join the society and where the application does not progress to membership and we do not have any contracts with you, we will retain your personal data for a period of 18 months.
* Where you or law enforcement agencies inform us about any active investigation or potential criminal prosecution, we will comply with legal requirements when retaining this data.
* For all employees we will retain your data for 10 years at the end of any contractual agreement.

We may need to retain your data for example if we are representing you or defending ourselves in a legal dispute or as required by law or where evidence exists that a future complaint may occur.

The retaining of data is necessary where required for contractual, legal or regulatory purposes or for our legitimate business interests for statistical analysis and service and product development and marketing purposes.

Please contact us at edel@rhsl.ie  if you object to the use of, or you have any questions relating to the use of, your data, or the retention of your personal data.