

LIGHT | MEDIA

Data Retention and Destruction Policy

Last updated: January 2018

1. Introduction

This Policy sets out the obligations of LightMedia Communications Limited (“the Company”) for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

2. How long are records kept for

All records are kept for the length or period, unless otherwise agreed, to which is allowed by any law in which the data is covered under. This includes, but not limited to, the Data Protection Act, General Data Protection Policy, and Financial Law and Regulations.

3. Disposal

Records can be destroyed in the following ways:

- Non-sensitive – can be disposed of in normal waste or recycling
- Personal or Confidential - Must be shredded or burnt
- Electronic media – Should be encrypted to a minimum of AES 128 using a pseudo-random one-use key or wiped with a minimum of three pass wipe to ensure the data is unrecoverable via forensic means, and then where possible physically destroyed by force.

4. Duplicates

Any duplicates of data should be destroyed and only originals should be archived as required under point 2.

This Policy has been approved & authorised by:

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Position: Managing Director
Date: 2nd January 2018

Name: Mike Parker
Position: Head of Technical Development
Date: 2nd January 2018