

**This is the Data Retention Policy of
Argus Europe Limited
The Old Brewery
Castle Eden
TS27 4SU**

1. We do not keep data for longer than necessary.

2. We will keep securely a record of all received cases by date, Client name, subject name and information requested for a maximum of 6 years unless instructed by the client to do otherwise.
If it is electronic data then it is erased or if it is a hard copy then it is shredded.
This will not include any other data such as subject address or information supplied.

3. If the case is a trace and if it's a "positive" trace then we will keep securely a copy of the instruction from our client and a copy of our encrypted emailed report to our client for a minimum of 6 months unless instructed by the client to do otherwise.
If it is electronic data then it is erased or if it is a hard copy then it is shredded.

4. If the case is a trace and it's a "negative" trace then we will keep securely a copy of the instruction from our client and a copy of our report to the client for a minimum of 3 months unless instructed by the client to do otherwise.
If it is electronic data then it is erased or if it is a hard copy then it is shredded.

5. If the case is a due diligence report (or any such similar report) then we will keep securely a copy of the instruction from our client and a copy of our encrypted emailed report to our client for a minimum of 6 months unless instructed by the client to do otherwise.
If it is electronic data then it is erased or if it is a hard copy then it is shredded.

6. If the case is a Process serving matter then we will keep securely a copy of the instruction from our client and a copy of our report (or our witness statement) for a minimum of 6 years unless instructed by the client to do otherwise.
If it is electronic data then it is erased or if it is a hard copy then it is shredded.

Dated: 01/01/2018