

## Retention Schedule

### How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

We will generally keep your information for the following periods after which this will be destroyed if it is no longer required for the reasons it was obtained. At the end of your tenancy where money is owed on the account or where legal action has been initiated in relation to ASB issues the information relating to this will be held for a period not exceeding 5 years after the end of the tenancy.

<b>Document Type</b>	<b>Retention Period</b>
Tenancy Agreement	Duration of your tenancy
Household/ contact details	Duration of your tenancy
Complaints correspondence	Duration of your tenancy
Equalities information	Duration of your tenancy
Tenancy support plans	Duration of your tenancy
Arrears correspondence, financial and welfare information	Duration of your tenancy until the balance is clear or if money is owed on the account at the end of your tenancy, not exceeding 5 years after the end of the tenancy
Disability information	Duration of your tenancy
Medical information	Duration of your tenancy
Customer contacts	Duration of your tenancy
Information from customer surveys	Current year

The basic history of who held a tenancy at which property and when will be retained indefinitely.

