



	Retention trigger	Retain for	Action	Retention source
Personal details from website contact form enquiries	Enquiry date	12 months	Destroy	Business need
Personal details from direct email enquiries	Enquiry date	12 months	Destroy	Business need
Personal details from confirmed clients	Event date	12 months	Destroy	Business need
Financial information	End of Financial year	6 years	Destroy	HM Treasury guidelines, National Audit Office advice, Companies Act 2006