

# The Action Manager ("TAM")

## Data Retention Policy

23 November 2012

The table below shows the default settings for TAM's "flexible" Data Retention Policy. Apart from those items where only the most recent entries are stored, you can go to your "TAM Account" under "Company Set-up" on TAM and increase or decrease the retention periods to suit your organisation's requirements. Please note that all storage of data is subject our "Excess Data Storage Fees and Upload Limit" (see Main Subscription Agreement for details). N.B. This Policy is valid as long as you are a paying Customer of TAM. Should you terminate your TAM account or stop paying TAM, your data will be deleted in accordance with our Main Subscription Agreement.

Type of Data	Length of Time Data is Stored on TAM
The Company's Statement of General Policy	Only most recent entries are stored - no historic records are kept
Site Specific Health & Safety Policy	Only most recent entries are stored - no historic records are kept
Health & Safety Law Poster	Only most recent entries are stored - no historic records are kept
Employers' Liability Insurance	Only most recent entries are stored - no historic records are kept
TAM Inbox and Sent Messages	5 years
Text Messages sent using TAM	No historic records are kept
Tasks history	5 years
Shift Confirmations and Exceptions	5 years
Checks & Logs	5 years
Training History	<p>5 years of training records where we show exactly what the training content (or Risk Assessment/Safe Systems of Work) looked like on the day when staff received the training. These records are also available for any staff that have departed from your company.</p> <p>For customers using TAM before 11.11.11, the historical training records prior to this date will only show what the training content looked like on 11.11.11 despite the earlier date showing at the top of the page</p>
Risk Assessments	5 years. Same as Training History above

\* TAM reserves the right to amend the Data Retention Policy at any time. Audit trails and training records are only kept for persons who are or have been Users or Recorded Non-Users on TAM.

Type of Data	Length of Time Data is Stored on TAM
Minutes from Health & Safety Meetings	5 years
Accident Reporting and RIDDOR	5 years
Fire Risk Assessment Review and Approval	Only most recent entries are stored - no historic records are kept
All other data not mentioned above	Only most recent entries are stored - no historic records are kept
In case of either termination of service or failure to pay monthly subscription	All records on the system will be kept for 30 days, subject to the above limits

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