

Retention schedule for jims repairs

- cctv & audio footage is stored for 60 days and automatically deleted
- copies of photo id & utility bills are stored for the hire duration then 28 days before being destroyed
- names & addresses (paper copies) are destroyed are 28 days of hire equipment being returned
- any bank details taken on paper record for hire deposit return will be destroyed after 28 days of hire equipment is returned
- contact numbers are destroyed along with names and addresses after 28 days of hire equipment being returned
- any names addresses taken while customer machines are being repaired or diagnosed will be returned with the customers equipment as part of a job card for completed work