

# Data retention policy

February 2026

1 Your Data will be kept for certain periods after your retainer with us has terminated. The periods for which we will retain Your Data depends on the practice area under which we provided our services to you. The periods are as follows:

| Practice area   | Retention period   |
|---|--|
| Abortive transaction/matter did not proceed           | Discretionary decision by Legal Staff and Supervising Partner (for example, if no engagement letter was sent or received) – 1 year as a guide.   |
| Beneficiary information/data                          | 7 years, unless there is a will trust, in which case until the trust end date plus 7 years.  |
| Complaints  | 10 years.  |
| Corporate Commercial                                  | 12 years or longer if it involves complex issues.  |
| Criminal  | 7 to 15 years (depending on the seriousness of the crime) or longer if a life or indeterminate sentences have been imposed.  |
| Docusign, Inc. data                                   | Document and draft envelope retention periods 30 days.   |
| Employment  | 7 years.   |
| Family  | 15 or 21 years (for example, if children are involved).  |
| Leasehold and Tenancy (including leasehold extension) | 15 years.  |
| Litigation  | 12 years or longer if necessary (for example, if you are disabled).  |
| Medical Negligence                                    | 15 years or longer if it involves children or complex issues (for example, lifetime or provisional damages being awarded).   |
| Personal Injury                                       | 7 to 15 years or longer depending on the complexity of the case (for example, lifetime or provisional damages being awarded), the seriousness of the injury or if children are involved. |

| Practice area                  | Retention period   |
|--------------------------------|--|
| Private Client (non-litigious) | 7 years.   |
| Property Purchase and Mortgage | 15 years.  |
| Property Re-Mortgage           | 15 years.  |
| Property Sales                 | 12 years.  |
| Trusts                         | For the duration of the trust and then an additional 7 years.  |
| Wills and Probate              | Indefinitely (if in keeping with a will or trust) or 21 years. |

Any data held to comply with our obligations under anti-money laundering regulations as may be in force will be held for five years from the date of the last active matter's file closure, with a long stop date of 10 years.

Please note that we may keep Your Data for longer than the above periods if necessary. However, this will be assessed on a case-by-case basis. If we determine that it is necessary to keep Your Data for longer than the periods listed above, we will confirm this to you in writing at the end of our retainer with you and explain why it is necessary.

**M. Qaiser Khanzada**  
Data Protection Leader  
+44 (0) 20 7299 6901  
[qaiser.khanzada@riaabg.com](mailto:qaiser.khanzada@riaabg.com)  
[www.riabarkergillette.com](http://www.riabarkergillette.com)

