

## EXTERNAL DATA RETENTION POLICY

No.	Purpose	Category of Data	Retention Period
1.	Contributions Sales	Name, Surname Contact Details: email address, phone number, skype, whatsapp, telegram, postal address.	6 years after termination of the agreement.
2.	Analysis	Name, email, country, nationality, phone number	Data are stored in our database during the time, when Coinfirm offers services, provision of which is connected with storing Personal Data.
3.	Data collection – ICO stream	Name, Job description	Data are stored in our database during the time, when Coinfirm offers services, provision of which is connected with storing Personal Data.
4.	Data collection	Name, Contact details, Location	Data are stored in our database during the time, when Coinfirm offers services, provision of which is connected with storing Personal Data.
5.	Personnel File	Personal details, history of employment and education, family details for insurance	6 years post-employment
6.	Personnel File	Bank account details, tax office details, declaration of tax level	6 years post-employment
7.	Personnel File	Holiday requests, history of previous employment (regarding employment contract)	6 years post-employment
8.	Personnel File	Sick leave notes	6 years post-employment
9.	Personnel File	Mid-year and annual reviews	6 years post-employment
10.	Personnel File	Personal details for contract, tax statement and bank account details	6 years post-employment
11.	Personnel's Emergency Contact	Name, contact details and details of your relationship with that worker	Information will be kept until it is updated by that worker, or we no longer need to contact that worker after they have stopped working for us.
12.	Recruitment – successful candidates	Employment history, education history, any portfolio, links to github/LinkedIn	6 years post-employment

13.	Recruitment – successful candidates	Certificate of employment, reference from previous places	6 years post-employment
14.	Recruitment – successful candidates	Personal details – Medcover, Multisport	6 years post-employment
15.	Recruitment – successful candidates	Certificate of disability	6 years post-employment
16.	Recruitment – unsuccessful candidates	Contact details	6 months post-campaign
17.	Recruitment – unsuccessful candidates	Qualifications	6 months post-campaign
18.	Recruitment – unsuccessful candidates	Employment history	6 months post-campaign
19.	Recruitment – unsuccessful candidates	Portfolio, links to github/LinkedIn	6 months post-campaign
20.	Recruitment – unsuccessful candidates	Disability details	6 months post-campaign
21.	Payroll	Pay details	6 years post - employment
22.	Marketing communication	Name, contact details, location, email ids, IP address of website visitors	Until the time of withdrawal the consent given by data subject
23.	Ensuring security at our premises	CCTV footage retention	14 days
24.	Conducting AML analyses - product	Cryptocurrencies addresses	Data are stored in our database during the time, when Coinfirm offers services, provision of which is connected with storing Personal Data.
25.	Security purposes, account security, session management	IP address, browser identifiers	Data are stored in our database during the time, when Coinfirm offers services, provision of which is connected with storing Personal Data.
26.	Risk monitoring, fraud detection, data leak detection	Name, MAC address	365 days
27.	Equipment register	Name	6 years after returning given devices
28.	Enabling internal communication – Slack communication	Name, email address	6 years after termination the agreement with particular data subject
29.	Management of access to infrastructure	Name, email address	6 years after termination the agreement with particular data subject
30.	Spam prevention, content monitoring, external links – counteracting potential security threats	Name, email address of people who have written to anyone from Coinfirm	6 years after termination the agreement with particular data subject
31.	Recovering the equipment in re-use, securing data for possible claims	Name, pictures	6 years from the moment of the termination of the event which caused processing of personal data

32.	Enabling remote work, verification of remote work	Name	6 years from the moment of the termination of the event which caused processing of personal data
33.	Accountancy – payment processing	Name, Address, Bank account number	10/50 years from the termination of the employment agreement
34.	Accountancy – keeping of the personal details in accounting system	Name, Address, Bank account number	10/50 years from the termination of the employment agreement
35.	Accountancy – keeping of financial details in accounting system	Name, amount of remuneration, amount of tax	10/50 years from the termination of the employment agreement
36.	Accountancy – sharing of personal and financial data details in accounting system to outsourced accounting office	Name, Address, Bank account number, amount of remuneration, amount of tax	10/50 years from the termination of the employment agreement
37.	Archivization hard copy of the payment list (payroll)	Name, Address, Bank account number, amount of remuneration, amount of tax	10/50 years from the termination of the employment agreement
38.	Archivization electronic copy of the payment list (payroll)	Name, Address, Bank account number, amount of remuneration, amount of tax	10/50 years from the termination of the employment agreement
39.	Accountancy – keeping of the data details in accounting system (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
40.	Accountancy – sharing of the data details in accounting system to outsourced accounting office (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
41.	Accountancy – sending invoice details to outsourced accounting office (copies of the document)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
42.	Accountancy – sending invoice details to tax office (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
43.	Accountancy – archivization hard copy of the documents (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
44.	Accountancy – archivization electronic copy of the documents (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data

45.	Accountancy – payment processing (Suppliers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
46.	Keeping of the data details in accounting system (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
47.	Sharing of the data details in accounting system to outsourced accounting office (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
48.	Accountancy – payment processing (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
49.	Accountancy – sending invoice details to outsourced accounting office (copies of the document) (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
50.	Accountancy – sending invoice details to the tax office (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
51.	Accountancy – archivization hard copy of the documents (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
52.	Accountancy – archivization electronic copy of the documents (Customers)	Name, Address, UTR or NIP Number, Bank account number, Pay details, Contact details, Invoices details	6 years from the moment of the termination of the event which caused processing of personal data
53.	Storing data for establishment, exercise or defence of legal claims	Name, Address, E-mail address, phone number	6 years from the termination of the agreement