

# Data Retention Schedule

## ADR Carriers Limited

### Company details

ADR Carriers Limited  
Church View, Newton Arlosh  
Wigton, Cumbria  
CA7 5ET

Company Number: **14798586**  
Email: **hazload@adrcarriers.net**

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## 1. Purpose

This Data Retention Schedule sets out how long ADR Carriers Limited retains personal data and the criteria used to determine retention periods, in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal data is retained only for as long as necessary to fulfil its purpose and meet legal, regulatory, contractual, and operational requirements.

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## 2. Retention Principles

ADR Carriers Limited applies the following principles:

- Personal data is retained only where there is a lawful basis
  - Retention periods are documented and reviewed
  - Data is securely deleted or anonymised when no longer required
  - Retention takes account of statutory limitation periods
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## 3. Retention Schedule

### Customer & Client Records

Names, contact details, correspondence, booking and delivery records

**Retention period:** 6 years from completion of service

**Justification:** Contractual obligations and limitation period for civil claims

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## **Transport, Customs & Regulatory Records**

Consignment notes, DGNs, ADR documentation, customs declarations, shipping records

**Retention period:** 6–10 years

**Justification:** Transport, customs, and hazardous goods regulatory requirements

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## **Financial & Accounting Records**

Invoices, payment records, VAT records, financial statements

**Retention period:** 6 years minimum

**Justification:** HMRC and Companies Act requirements

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## **Employee Records**

Employment contracts, personnel files, right-to-work documentation

**Retention period:**

- Employment records: 6 years after termination
- Payroll and tax records: 6 years

**Justification:** Employment law and HMRC requirements

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## **Health & Safety Records**

Accident reports, training records, risk assessments involving individuals

**Retention period:** 3–7 years (or longer where legally required)

**Justification:** Health and safety legislation

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## **Driver & Compliance Records**

Driving licence checks, ADR certificates, training and competency records

**Retention period:** 6 years after expiry or termination

**Justification:** Transport and compliance obligations

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## **Legal & Claims Records**

Litigation files, insurance claims, dispute correspondence

**Retention period:** 6 years from final resolution

**Justification:** Legal limitation periods

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## Marketing & Enquiry Data

Website enquiries, marketing consent records

**Retention period:**

- Enquiries: 12 months
  - Consent records: duration of consent plus 6 years
- Justification:** Legitimate interests and consent management

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## CCTV (if applicable)

Recorded images of individuals

**Retention period:** Up to 30 days unless required for investigation

**Justification:** Security and incident investigation

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## 4. Secure Disposal

At the end of the retention period, personal data is securely deleted, anonymised, or destroyed using appropriate technical and organisational measures.

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## 5. Review

This Data Retention Schedule is reviewed regularly and updated as required.

**Last reviewed:** December 2025

**Next review:** December 2026