

Data Type	Entry points	Retention period	Legal basis	Processes used to store, track and delete data
Employee data	1. E-mail 2. Letters 3. Website forms	Duration of employment, and for seven yrs after termination of employment.	Contractual necessity.	Secure, time-based HR record-keeping processes
Applicant data	1. E-mail 2. Letters 3. Website forms	Three years, in case suitable role becomes available	Contractual necessity.	Mirara's secure IT systems
Client data	1. E-mail 2. Letters 3. Website forms	During the time that they are an active client and for 7 years afterwards.	Contractual necessity	Mirara's secure IT systems
Prospect data	1. E-mail 2. Letters 3. Website forms	5 years	Consent.	Mirara's secure IT systems
Linguist/supplier data	1. E-mail 2. Letters 3. Website forms	During the time that they are a supplier of Mirara and for 7 years afterwards.	Legitimate interest.	Mirara's secure IT systems
Linguist applicant data	1. E-mail 2. Letters 3. Website forms	During the time that they are a supplier of Mirara and for 7 years afterwards.	Legitimate interest.	Mirara's secure IT systems
Content for translation	1. E-mail 2. Letters 3. Website forms	Duration of the time that the client is active with Mirara and for 10 years afterwards.	Contractual necessity.	Mirara's secure IT systems