

**Data Retention Policy for Belgium**

PERSONAL INFORMATION/SENSITIVE PERSONAL INFORMATION

HR-PO860, Ver 3.0

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## 1. OBJECTIVE

- To define policy framework for retention of PI and SPI (as defined herein) controlled or processed by Tech Mahindra.
- To ensure compliance with data protection and privacy laws.

## 2. SCOPE & APPLICABILITY

This Policy applies to all TechM's and its affiliates' officers, directors, employees, , that may collect, process, or have access to PI or SPI.

This policy applies to PI and/or SPI in physical as well as electronic / digital format.

## 3. GLOSSARY

### Definitions

**Personal Information (PI)** - Means any information that, when used alone or combined with other data, may be used to identify a living individual. This includes, but is not limited to:

- an individual's first and last name.

**Sensitive Personal Information (SPI)** - means any personal information including but not limited to:

- Racial or ethnic origin,
- Political opinions,
- Religious or philosophical beliefs,
- Trade union membership, or
- Biometric data.

## 4. RETENTION PERIOD, RULES AND DESTRUCTION

The documents and electronic records containing PI and/or SPI shall be retained for the period as stated below in the data retention schedule.

Once the decision is made to dispose any PI and/or SPI, whether in part or full, according to the data retention schedule, such data shall be permanently deleted (e.g. shift + delete) from all the electronic devices which may contain such PI and/or SPI. All physical records or documents containing PI and/or SPI shall be shredded; torn or permanently disposed off in any other appropriate manner, subject to any environmental and health & safety laws and policies.

It is the objective of TechM to retain any PI and/or SPI only for such periods as may be required as minimum as possible. However, PI and/or SPI may be required in future for various purposes like any Government inquiry, claims by concerned individuals or such other regulatory purposes. Therefore, PI and/or SPI will be required to be retained and maintained to meet such unknown and unanticipated requirements, for reasonable period.

There may be certain occasions any PI and/or SPI may need to be preserved by TechM beyond the limits set out in this policy, in which case we may retain such PI and/or SPI to the extent necessary for an extended period as required. These occasions include but may not be limited to:

- Legal proceedings or a regulatory or similar investigation or obligation to produce information / If TechM believes that documents may be relevant to any ongoing or prospective legal proceedings
- A crime is suspected or detected
- PI and/or SPI is necessary to document compliance with applicable laws

This policy shall be read with Data Privacy and Protection Policy, and therefore all the provisions of these policies shall apply to this policy to the extent relevant. However, to the extent of retention periods, this policy shall have overriding effect to Data Privacy and Protection Policy.

#### DATA RETENTION SCHEDULE

The retention periods are as follows:

**Leave and Absence records** : Will be held for maximum of fifteen (15) years after employment ceases.

**Salary and Bonuses:** Will be held for a maximum of eight (8) years plus current year. Tax forms shall be retained for seven (7) years as from the 1st of January of the year following the closure of the financial year for tax query purpose.

**All data pertaining to unsuccessful Candidates and Candidates who did not join:** Will be retained for three (3) months from the end of the application procedure.

**Personnel Files:** All PI, SPI TechM's records in any form whatsoever (including in digital and electronic form) and personal files shall be destroyed/deleted five (5) years after employment ceases subject to the condition that:

- a. there is no outstanding legal process,
- b. there are no outstanding dues from the employee to TechM; or
- c. there is no investigation in process by any competent regulatory authority..

**Training Records:** Will be destroyed five (5) years after employment ceases subject to the condition that:

- a. there is no outstanding legal process,
- b. there are no outstanding dues from the employee to TechM; or
- c. there is no investigation in process by any competent regulatory authority.

**Medical Certificates:** Will be destroyed five (5) years after the issuance of the certificate.

**Recruitment and Eligibility to work:** Will be destroyed one (1) year after employment ceases.

**All data pertinent to Associate’s Background checks Reports / Associated Records /Supporting recruitment documents along with application form for employment : Will be destroyed one(1) year after employment ceases**

**DOCUMENT HISTORY**

Version	Date	Author (function)	Reviewed by	Approved by	Nature of changes
Issue 1.0	17-July-18	Legal and HR	HR, ISG and RMG	Sunil Sanger and Lucius Lobo	First integrated issue
Issue 2.0	18-May-20	Legal, Finance and HR	HR, RMG, ISG	Sunil Sanger and Lucius Lobo	Revised as per Finance Payroll inputs and as per Legal inputs.
Issue 3.0	11-Nov-22	Legal, Finance and HR	HR, RMG, ISG	Vasanth Pai and Lucius Lobo	Annual Review. Revised as per Payroll inputs and as per Legal inputs