

## 18. How long do we keep personal information?

### Main points

We keep information for 7 years after you stop using our services or being a member.



We keep different types of information for different lengths of time.

If you use our service, we will keep a file with information about how we have helped you for 7 years.



After 2 years we send it to somewhere that looks after old files and keeps them safe.

If we have not heard from you after 7 years, we destroy all your information.



Name *R. Smith*

Address *224 West St*  
*Manchester* *NH*

Phone Number

A hand holding a black pen writing on a yellow form.

If you are a member of Merton CIL, we will keep your information for 7 years after you stop being a member.