



Looking After Your Documents

Concerto IP Limited Document Retention Policy

1. The expressions used in this document which commence with an upper-case letter have the same meanings as in the body of our Standard Terms & Conditions if they are defined there.
2. Your Documents are your property.
3. We accept a duty of care for the safe-keeping of Your Documents organised within Files and a duty of care for the preservation of **Your Confidentiality**.
4. You are entitled to have any Your Document(s) You specify sent or otherwise made available to You within a reasonable time of your written request. We require funds on account for our copying and other costs of dealing with your request, and for professional time (if any) spent or to be spent in discharging Our duty of care to You in connection with your request or its execution.
5. Except insofar as Paragraph 6 requires us not to:
 - (1) We will destroy a File (and all the Your Documents in it) as soon as practicable after 6 years following whichever is later of:
 - (i) the date of your last Instruction on the File or
 - (ii) the last date at which we implemented Instruction on the File.
 - (2) We may destroy Other Documents at our discretion, including draft Documents which have not been shared.

6. We shall not destroy:

(1) Any of Your Documents other than in accordance with Paragraph 5.

(2) Any Documents to the extent their destruction would be contrary to law.