



Aperture NI Retention and Disposal Policy

1. It is the policy of Aperture NI to maintain authentic, reliable and useable records which are capable of supporting the functions and activities of the business for as long as they are required.
2. Following payment by a client upon completion of work, records and files will be retained for a period of 12 months.
3. There may be circumstances where client files need to be retained for an extended period, for example, work is ongoing on a project, promotional purposes, or legal requirements.
4. Following handover of files to the client and receipt of payment from the client, Aperture NI is under no obligation to supply the same files to the client.
5. Financial records are retained for 6 years.
6. Records will be disposed of securely.