

RETENTION OF RECORDS

1. Scope

All PROTEQ DETAILING’s records, whether analogue or digital, are subject to the retention requirements of this procedure.

2. Responsibilities

The GDPR Owner of PROTEQ DETAILING is responsible for ensuring that all personal data is collected, retained and destroyed in line with the requirements of the GDPR.

3. Procedure

3.1 The required retention periods, by record type, are below:

Record Type	Retention Period	Storage Media	Other Information

Document Owner and Approval

The GDPR Owner is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all members of staff.

This procedure was approved by the GDPR Owner of PROTEQ DETAILING on 25/05/2018 and is issued under his/her signature.

Signature:

Date: