

Key Data & Retention Periods for Andante Project Resources Ltd

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Version	Date	Changes	Author
0	01/01/2017	N/A	P Chaffey, A Chaffey

This document summarises the data held by Andante Project Resources Ltd trading as Avril Chaffey PR, the basis for and purpose of processing, who has access to it, where it is located and the data retention period.

Personal Information

Data source	Basis for processing	Purpose of processing	Access	Location	Retention Period
Personal Work CV	LegitimateBusiness interests. Producing press releases for clients (employers)	For publication in various trade and local press organisations (by various types of media)	Company Directors	Office PC and back up hard drive	Destroyed after 4 months