



CNA International part of Pertemps Network Group

Data Retention Policy

- .1 This policy has been designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- .2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- .3 We will retain and delete your personal data as follows:
 - (a) Account Data will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (b) Profile Data (other than Profile Data which is also Account Data) will be retained for 3 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (c) Contact Data (other than Contact Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (d) Usage Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (e) Enquiry Data (other than Enquiry Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (f) Transaction Data will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (g) Notification Data (other than Notification Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
 - (h) Correspondence Data (other than Correspondence Data which is also Account Data) will be retained for 2 years following the date of our last contact or dealing with you, at the end of which period it will be deleted from our systems.
- .4 Notwithstanding the other provisions of this policy, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

- **Amendments**

- .1 We may update this policy from time to time by publishing a new version on our website.
- .2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- .3 We may notify you of changes to this policy by email.

- **Our details**



CNA ES Ltd is subsidiary of the Pertemps Network Group.

- This website is owned and operated by *CNA ES Ltd*
- We are registered in England and Wales under registration number 03009607 and our registered office is at Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.
- Our principal place of business is at 7 George Road, Edgbaston, Birmingham, B15 1NP
- You can contact us:
- by post, using the postal address given above;
- using our website contact form;
- by telephone, on the contact number published on our website from time to time; or
- by email, using the email address published on our website from time to time.

Pertemps Network Group

- We are registered in England and Wales under registration number 07776671, and our registered office is at Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.
- Our principal place of business is at *Meriden Hall, Main Road, Meriden, Warwickshire, CV7 7PT.*
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