

Data Retention Policy

Managing Document and Personal Data Retention

Updated as of: September 1, 2018



Engineering Technology Services (“ETS,” “we,” “us,” or “our”) recognizes that in the running of our business, we may collect and process certain Personal Data (as that term is defined in our [privacy policy](#)) from representatives of our corporate customers and website visitors who are from the European Economic Area (collectively, “Data Subjects” or “you”). This Personal Data may be collated in several different formats including letters, emails, business cards, legal documents, operations records, images, and statements and may be held in both hard copy and electronic form.

ETS will use commercially reasonable measures to ensure that any Personal Data that we hold is kept secure and that it is retained in accordance with the requirements for ISO 9001:2015. In addition, we will collect and retain the minimum amount of Personal Data necessary to provide the commercial goods or/ and services that you have requested and to fulfil any applicable statutory or legal obligations. Appropriate controls shall be in place that prevent the permanent loss of essential information as a result of malicious or unintentional destruction of information — these controls are described further in our [privacy policy](#).

At any time, users may request deletion of their accounts by emailing our Data Protection Officer at the address below. When you delete your account, it cannot be recovered.

If you have any questions regarding our Data retention policies or feel that we have retained your Personal Data erroneously, please contact our Data Protection Officer, Andrea Dickerson, at adickerson@etshydro.com.