

**DPG06B. Client Data Retention Policy**

**CLEINT DATA RECORDS**

<b>Record Type Category</b>	<b>Retention Period</b>		<b>Reason</b>	<b>Start of Retention Period</b>	<b>Notes</b>
Client contact information	1 year	Name, address et, phone, etc.	Interest in purchase	On receipt	Kept to facilitate a contract in the event of a sale or for further marketing of similar properties.
Financial data and credit card information	1 month		To facilitate charge backs or additional charges .	From date of transaction	