\*\* FREE PREVIEW VERSION \*\*

[organization logo]

[organization name]

**DATA RETENTION POLICY**

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# Purpose, Scope and Users

This policy sets the required retention periods for specified categories of personal data and sets out the minimum standards to be applied when destroying certain information within [Company name] (further: the “Company”).

This Policy applies to all business units, processes and systems in all countries in which the Company conducts business and has dealings or other business relationships with third parties.

This Policy applies to all Company officers, directors, employees, agents, affiliates, contractors, consultants, advisors or service providers that may collect, process, or have access to data (including personal data and / or sensitive personal data). It is the responsibility of all of the above to familiarise themselves with this Policy and ensure adequate compliance with it.

This policy applies to all information used at the Company. Examples of documents include:

* Emails
* Hard copy documents
* Soft copy documents
* Video and audio
* Data generated by physical access control systems

# Reference Documents

* EU GDPR 2016/679 (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC)
* [relevant national law or regulation for GDPR implementation]
* [other local laws and regulations]
* Personal Data Protection Policy

# Retention Rules

## Retention General Principle

In the event, for any category of documents not specifically defined elsewhere in this Policy (and in particular within the Data Retention Schedule) and unless otherwise mandated differently by applicable law, the required retention period for such document will be deemed to be [Number of Years] from the date of creation of the document.

## Retention General Schedule

Data Protection Officer defines the time period for which the documents and electronic records should to be retained through the Data Retention Schedule.

As an exemption, retention periods within Data Retention Schedule can be prolonged in cases such as:

* Ongoing investigations from Member States authorities, if there is a chance records of personal data are needed by the Company to prove compliance with any legal requirements; or

\*\* END OF FREE PREVIEW \*\*

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