

Document Type: Control Requirement

Control ID: PRIV-RET-01

Framework: PDPC (Singapore)

Related ISO: ISO/IEC 27001:2022 A.8.10

Domain: Privacy

Sub-Domain: Data Retention & Disposal

Risk Level: High

Control Statement:

The organisation SHALL define, document, and enforce data retention and disposal requirements to ensure personal data is not retained longer than necessary.

Evidence Expected:

- Documented retention periods for personal data
- Legal or business justification for retention
- Defined disposal or anonymisation process

Common Gaps:

- Retention period not specified
- Use of vague terms such as "as required"
- Disposal process not described

Risk Impact:

Regulatory non-compliance, financial penalties, reputational damage