# Data Retention and Archiving Policy

Project Name: [Insert Project Name]

Date: [Insert Date]

Version: [Insert Version Number]

**1. Introduction**

This Data Retention and Archiving Policy outlines the processes for retaining, archiving, and securely deleting data in compliance with the data governance policies of the [Insert Project Name]. The policy ensures that data is managed in a way that supports business continuity, regulatory compliance, and secure long-term storage while minimizing risk.

**2. Purpose and Scope**

**2.1 Purpose**

The purpose of this policy is to:

* Define the duration for which data will be retained based on business, legal, and regulatory requirements.
* Establish guidelines for securely archiving data to ensure long-term storage.
* Outline the procedures for safely deleting or disposing of data when it is no longer needed.
* Ensure compliance with applicable regulations and data governance policies.

**2.2 Scope**

This policy applies to all data collected, processed, and stored within the [Insert Project Name], including structured and unstructured data, across all environments (development, staging, production). It covers all stages of the data lifecycle, from initial collection to final deletion or archival.

**3. Data Retention**

**3.1 Retention Periods**

The retention periods for different categories of data are based on business needs, legal obligations, and regulatory requirements. The following table outlines the retention periods for each data type:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Data Category | Retention Period | Legal/Regulatory Requirements | Data Owner | Action After Retention Period |
| [Customer Data] | [Insert Retention Period] | [Insert Regulation] | [Data Owner Name] | [Archive/Delete] |
| [Transaction Data] | [Insert Retention Period] | [Insert Regulation] | [Data Owner Name] | [Archive/Delete] |
| [Log Data] | [Insert Retention Period] | [Insert Regulation] | [Data Owner Name] | [Archive/Delete] |
| [Analytics Data] | [Insert Retention Period] | [Insert Regulation] | [Data Owner Name] | [Archive/Delete] |

**3.2 Retention Criteria**

The following criteria are used to determine retention periods:

* Legal/Regulatory Compliance: Data subject to specific legal or regulatory requirements must be retained for the mandated duration.
* Business Needs: Data required for operational purposes, analytics, or reporting must be retained for as long as necessary to meet these needs.
* Historical Value: Certain data may be retained for its historical or research value, subject to business approval.

**4. Data Archiving**

**4.1 Archiving Process**

Once the retention period has expired, data that is still required for historical or legal purposes will be archived. The archiving process includes:

* Archival Format: Data will be archived in a [Insert Format] to ensure that it can be accessed and restored if needed.
* Archiving Location: Archived data will be stored in [Insert Storage System or Cloud Platform] to ensure secure and scalable long-term storage.
* Archiving Procedures: Data will be archived according to the following steps:
  + Identify data eligible for archiving.
  + Apply necessary encryption or access controls.
  + Move data to the archival storage system.
  + Log the archiving event in the audit system.

**4.2 Access to Archived Data**

Access to archived data is restricted and granted only under the following conditions:

* Access Request Process: Requests to access archived data must be approved by [Insert Approver Name] and must include a justification for the request.
* Data Retrieval Process: Archived data can be retrieved through [Insert Retrieval Tool], and all retrieval activities will be logged in the audit system.

**5. Data Deletion**

**5.1 Data Deletion Process**

Data that is no longer needed and has exceeded its retention period will be securely deleted. The deletion process includes:

* Secure Deletion Tools: Data will be deleted using [Insert Deletion Tool/Method] to ensure it is irrecoverable.
* Deletion Verification: Once deletion is complete, [Insert Verification Method] will be used to confirm that the data has been successfully removed from all systems.
* Audit Logging: All data deletion activities will be recorded in the audit log for compliance and traceability.

**5.2 Exceptions to Deletion**

Data may be exempt from deletion under the following circumstances:

* Legal Hold: Data subject to litigation or regulatory inquiry will be retained beyond its retention period until the hold is lifted.
* Business Continuity: Critical data required for disaster recovery may be retained as part of business continuity plans.

**6. Compliance and Monitoring**

**6.1 Monitoring and Auditing**

* Audit Trails: An audit trail will be maintained for all data retention, archiving, and deletion activities. This will be reviewed on a [Insert Frequency] basis by [Insert Team/Department].
* Compliance Checks: Regular compliance checks will be conducted to ensure adherence to retention and deletion policies, with reports generated for [Insert Regulatory Body].

**6.2 Non-Compliance Consequences**

Failure to comply with this Data Retention and Archiving Policy may result in disciplinary actions, including penalties under applicable data protection laws.

**7. Document Control**

* Document Owner: [Insert Name, Role]
* Approval Date: [Insert Date]
* Next Review Date: [Insert Date]
* Version History:
  + Version [Insert Version Number] - Initial Document - [Insert Date] - Approved by [Insert Name]