*[Author Name]*

*[Entity Name] | [Entity Address]*

**Data Retention Policy for Brain-Computer Interfaces (BCIs)**

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**Data Retention and Deletion Policy for Brain-Computer Interfaces (BCIs)**

**Version:** [Insert Version Number]

**Effective Date:** [Insert Date]

**Approved:** [Insert Name]

# 1. Purpose

The purpose of this policy is to establish clear guidelines for the retention and deletion of data collected through Brain-Computer Interfaces (BCIs) to ensure privacy, compliance with legal requirements, and data security.

# 2. Scope

This policy applies to all data collected from Brain-Computer Interfaces used by [Entity Name] for research, development, and operational purposes. It covers data retention periods, deletion procedures, and the protection of data during its lifecycle.

# 3. Data Collection

* **Types of Data Collected:** Data collected by BCIs may include neural activity patterns, sensor data, user interactions, and other related information.
* **Purpose of Collection:** Data is collected for [specific purposes, e.g., research, product development, demonstrations, etc.].

# 4. Data Retention

* **Retention Period:** Data collected from BCIs will be retained for no longer than [specific duration, e.g., 30 days] following its collection unless otherwise required for specific research or legal purposes.
* **Data Classification:** Data that is not subject to extended retention will be classified and tagged for automatic deletion after the retention period expires.

# 5. Data Deletion Procedures

* **Automatic Deletion:** Data that exceeds the retention period will be automatically flagged for deletion and securely removed from all storage systems.
* **Manual Deletion:** Data that is manually flagged for deletion by authorized personnel will be promptly removed according to established protocols.
* **Deletion Confirmation:** After deletion, a confirmation log will be maintained to verify that data has been removed in compliance with this policy.

# 6. Data Security and Protection

* **Access Controls:** Data access is restricted to authorized personnel only. Access controls and authentication mechanisms are in place to protect data from unauthorized access.
* **Encryption:** Data will be encrypted both in transit and at rest to ensure its confidentiality and integrity.
* **Incident Response:** In the event of a data breach or security incident, immediate actions will be taken to mitigate the impact and notify affected individuals as per our Incident Response Plan.

# 7. Exceptions

* **Legal Requirements:** Data may be retained beyond the specified period if required by legal, regulatory, or contractual obligations. In such cases, the data retention period will be adjusted accordingly.
* **Research Purposes:** Data required for long-term research or development purposes will be retained under specific agreements and with appropriate safeguards in place.

# 8. Responsibilities

* **Data Custodians:** Responsible for ensuring compliance with this policy and overseeing data retention and deletion activities.
* **IT Department:** Manages the technical aspects of data storage, encryption, and deletion.
* **Compliance Officer:** Ensures adherence to legal and regulatory requirements related to data retention and deletion.

# 9. Policy Review

This policy will be reviewed and updated annually or as needed to reflect changes in technology, regulations, or organizational practices. All updates will be communicated to relevant stakeholders.

# 10. Contact Information

For questions or concerns regarding this policy, please contact:

**BCI Security Policy Coordinator**

Email: [policy-coordinator@example.com]

Phone: [Phone Number]

# 11. Document History

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| **Date** | **Revision** | **Author** | **Notes** |
| August 2024 | 1.0 | Crawford | Document Creation |
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