Generate a policy for data retention policy.

Here’s a sample **Data Retention Policy** that you can adapt to your organization’s needs. Let me know if you want it tailored for a specific industry (e.g., healthcare, finance, education, etc.) or jurisdiction (e.g., GDPR, HIPAA, CCPA).

**Data Retention Policy**

**1. Purpose**  
This Data Retention Policy establishes the guidelines for retaining, archiving, and disposing of data collected, processed, or stored by [Your Organization Name] to ensure compliance with legal, regulatory, and business requirements.

**2. Scope**  
This policy applies to all employees, contractors, and third-party service providers handling data on behalf of [Your Organization Name], across all departments and systems.

**3. Policy Statement**  
Data will be retained only for as long as necessary to fulfill the purposes for which it was collected, including compliance with legal, contractual, operational, or regulatory obligations.

**4. Data Classification and Retention Periods**

| **Data Type** | **Retention Period** | **Responsible Department** | **Notes** |
| --- | --- | --- | --- |
| Financial Records | 7 years | Finance | For tax and audit purposes |
| Employee Records | Duration of employment + 6 years | HR | May vary based on jurisdiction |
| Customer Data | 5 years after last activity | Sales/Support | Subject to contractual requirements |
| Email Communications | 2 years | All Departments | Unless part of legal hold |
| Security Logs | 1 year | IT Security | For auditing and investigations |
| Backups | 90 days (unless archived) | IT | Aligned with disaster recovery policy |

**5. Data Disposal**  
When data is no longer required, it must be securely and permanently deleted using industry-standard methods such as shredding, degaussing, or secure digital wiping.

**6. Legal and Regulatory Compliance**  
This policy aligns with applicable laws and regulations, including but not limited to GDPR, HIPAA, SOX, and CCPA. Retention periods must be reviewed annually and adjusted to remain compliant.

**7. Exceptions**  
Any exceptions to this policy must be approved in writing by the Data Protection Officer or Legal Department and documented appropriately.

**8. Review and Updates**  
This policy will be reviewed annually and updated as necessary to reflect changes in laws, regulations, or business needs.

**9. Enforcement**  
Violations of this policy may result in disciplinary action, up to and including termination of employment or contracts.

**Approval and Effective Date**  
Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Next Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_