



EDM Council /

2. CDMC Key Controls and Automation Test Case Guide

/ Chapter 3: CDMC Capabilities & Control Examples /

Capability 5.2

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Capability 5.2

Body

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A. CDMC Description

COMPONENT 5.0: DATA LIFECYCLE	
CAPABILITY 5.2 THE DATA LIFECYCLE IS PLANNED AND MANAGED	
Control 12: Data Retention, Archiving and Purging	
Control Description	Data Retention, Archiving, and Purging must be managed according to a defined retention schedule.
Risks Addressed	Data is not removed in line with the legislative, regulatory or policy requirements of the environment in which the organization operates, leading to increased cost of storage, reputational damage, regulatory fines and legal action.
Drivers / Requirements	Organizations have a master retention schedule that determines how long data needs to be retained, in each jurisdiction it was created in, based on its classification.
Legacy / On-Premises Challenges	Organizations will have huge repositories of historical data, often retained to support the requirements of potential future audits. Data sets in different jurisdictions will have different retention schedules. It is difficult to comply with these requirements manually, since there can be different applicable legal requirements that modify the retention schedule.
Automation Opportunities	<ul style="list-style-type: none">Automate data retention, archiving and purging processing based on the jurisdiction, purpose and classification of the data and according to a defined retention schedule.Collect and provide evidence of the data retention, archiving and purging plan and execution.
Benefits	Automatically retaining, archiving, or purging data based on its classification and association retention schedule will reduce the manual effort required to perform this function and ensure policy compliance.
Summary	Organizations with this automation and control can provide the necessary evidence to verify that their data is being retained, archived or purged based on the retention schedule of its classification.

B. Commentary

- There are levels of data retention and archival that can remove data from everyday 'circulation' and management but where it remains accessible in the case of an unusual circumstance such as an extensive audit. A data archival policy and its standards should fully describe the conditions including the classification of data as sensitive that dictate

Properties

TEMPLATE

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