

CONFIDENTIAL: Policy Data Retention 2

INTERNAL POLICY #8637: Data Retention

Effective Date: 2024-01-01

1. Purpose

To establish strict guidelines regarding Data Retention to ensure ISO 27001 compliance.

2. Scope

This policy applies to all full-time employees and contractors.

3. Policy Details

- All systems must adhere to strict logging protocols.
- Violations of this policy will result in immediate disciplinary action.
- Audits occur quarterly.

Approved By: Chief Information Security Officer (CISO)