ABS Company is committed to managing all operational data securely, ensuring compliance with applicable data privacy regulations such as the GDPR and local data protection laws. This policy outlines the procedures for data handling, retention, archival, and secure disposal across all departments.

**1. Data Collection and Handling**  
ABS collects data related to employees, customers, and business operations, including but not limited to payroll records, client contracts, communication logs, and transactional information. All data must be handled confidentially and accessed only by authorized personnel. Technical safeguards such as encryption, access controls, and regular security audits are implemented to prevent unauthorized access or data breaches.

**2. Data Retention Criteria**  
Data retention periods are defined by legal requirements, operational necessity, and industry best practices. For example:

* **Employee records** are retained for the duration of employment plus 7 years after termination to comply with labor laws.
* **Customer transaction data** is stored for 5 years to comply with financial regulations and auditing purposes.
* **General correspondence and internal reports** are retained for 3 years unless longer retention is justified.

**3. Archival Procedures**  
When the active use period expires, data is migrated securely to archived storage that remains protected but with restricted access. Archives enable retrieval upon legal request or operational needs.

**4. Secure Disposal**  
Once the retention period ends, ABS ensures secure and irreversible disposal of data. Physical documents are shredded, and digital data is deleted using methods that prevent recovery, such as data wiping or destruction of storage devices.

This policy is regularly reviewed to align with evolving legal standards and ABS’s operational needs, ensuring responsible and compliant data lifecycle management.

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