

Data Retention Policy

Internal document • Version 1.0 • 2026-02-04

1. Purpose

This policy defines retention periods for key data categories.

2. Retention Periods

- Customer contracts: retain **7 years** after contract end.
- Recruiting data: retain **24 months** unless local law requires otherwise.
- Security logs: retain **12 months** by default.

3. Deletion

Deletion requests are honored where legally permitted and must be documented.

4. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.