

# Data Retention Policy

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## 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.