**Chris Fullerton**

# **In-Class Activity Upload — Monitoring & Retention Clause**

Full Moment Photography is fully committed in protecting data of its users/visitors and will monitor stream data, files, attachments, logins, IP addresses and security to protect operations and comply with legal policy. Monitoring is limited to admin and security authorized personal purposes and data server cache,security and authorized admins. Users receive notice at sign-in and through the AUP; personal communications are not reviewed except as required by law or incident response.

Full Moment Photography collects the minimum data necessary to fully function as an operation, restricts access to trained staff, and retains monitoring data for 14 days, 2 weeks unless required longer for investigations or legal holds. Individuals may raise concerns or appeal viaEmail at [**Fullmomentphoto@gmail.com**](mailto:Fullmomentphoto@gmail.com)**,** or Phone at 123 456 7890. In person queries may be voiced at 123 drivers lane at some place state 12345 zip code. Violations may result in loss of access and disciplinary action. Full Moment Photography values its customers and takes its business professionally.