

2. Data Retention and Disposal Policy

Purpose: To ensure consistent management of company records.

Policy:

- Business records (contracts, financials, HR files) must be retained for **7 years** unless otherwise required by law.
- Emails older than **2 years** are automatically archived.
- Customer personal data must be deleted within **90 days** after contract termination, unless legally required to retain.
- Secure disposal methods (shredding, wiping, certified destruction) must be used for physical and digital records.

Enforcement: Department managers are accountable for ensuring compliance in their teams.