

Policy ID: POL-041

Title: Data Privacy & Retention Policy

Version: 2.0

Effective Date: 2025-01-01

#### Section 1: Purpose

This policy outlines the rules and expectations regarding data protection, retention timelines, and confidentiality rules across all business units.

#### Section 2: Scope

This applies to employees, contractors, and authorized third parties interacting with company systems or information.

#### Section 3: Key Requirements

- Passwords must be at least 16 characters long.
- All violations must be reported within 4 hours.
- Records must be retained for a minimum of 5 years.
- Gifts above \$50 are prohibited.
- Standard working hours are 8:00 AM to 6:00 PM, unless otherwise approved.

#### Section 4: Enforcement

Non-compliance may result in disciplinary action, access revocation, or legal escalation.

#### Section 5: Contacts

Questions about this policy should be directed to [compliance@company.com](mailto:compliance@company.com).