

General Data Protection Regulation (GDPR) Compliance Policy

This policy establishes requirements for protecting personal data in accordance with GDPR. All data processing activities must comply with the principles and rules outlined herein.

Rule 1: Data Retention Limits

Requirement: Personal data must not be retained for longer than 90 days after the purpose for which it was collected has been fulfilled, unless required by law. Records exceeding this retention period must be flagged for deletion. **Severity: High**

Rule 2: Consent Documentation

Requirement: All personal data records must have documented consent. Records without a valid consent_date field or with consent_status set to 'withdrawn' must be flagged for review and potential deletion. **Severity: Critical**

Rule 3: Data Minimization

Requirement: Records containing more than 10 personal data fields must be reviewed for data minimization compliance. Only data necessary for the stated purpose should be collected and retained. **Severity: Medium**