

Data retention policies [Mandatory]

- Classify your data into categories based on factors such as sensitivity, importance, and compliance requirements. Different categories may have different retention periods
- Define data retention policies based on the operational needs of the institutions, regulations and storage costs
- Document data retention policies in detail. This should include information about the data categories, retention periods, triggers for retention start, and procedures for data deletion
- Periodically review and update data retention policies to ensure they remain aligned with changing operational needs and evolving regulations

Revision #2

Created 26 September 2025 11:45:31 by RISA

Updated 26 September 2025 12:58:06 by RISA