

Retention of Records Procedure

Reference: GDPR DOC 2.3

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Organisation Issue Date:

1. Scope

All Organisation Name's records, whether analogue or digital, are subject to the retention requirements of this procedure.

2. Responsibilities

<< 2.1 – 2.8 removed for sample purposes >>

3. Procedure

3.1 The required retention periods, by record type, are recorded in the [Retention and Disposal Schedule](#) under the following categories:

3.1.1 Record type

3.1.2 Retention period

3.1.3 Retention period to start from (at creation, submission, payment, etc.)

3.1.4 Retention justification

3.1.5 Record medium

3.1.6 Disposal method

3.2 Each data asset that is stored is marked

"how and by whom"

with the name of the record, the record type, the original owner of the data, the information classification ([Information Classification Procedure](#)), the data of storage, the required retention period, the planned date of destruction, and any special information (e.g. in relation to cryptographic keys).

3.3 Cryptographic keys, which are required for

"identify record types above"

are retained.

3.4 For all storage media (electronic and hard copy records), Organisation Name retains "specify where and how"

the means to access that data.

3.5 For all electronic storage media, Organisation Name does not exceed "90%"

of the manufacturer's recommended storage life. This is recorded in the [Secure Disposal of Storage Media](#).

When the maximum of "90% of expected life"

is reached, the stored data is copied onto new storage media.

"Reference the work instruction which details how this is done."

3.6 The procedure for accessing stored data is detailed in [Access Control Rules and Rights Procedure](#).

"insert here how access should be authorised and mechanically affected and how records are protected from loss, destruction or falsification during this process."

<< 3.7 – 3.8 removed for sample purposes >>

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