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Electronic data retention policy template

In Confidence
POLICY CONTROL PAGE

Jelefonica .

Policy Cetally		
Policy Name:	Data Retertion	
Policy (anapory:	Information Policies	
Policy Numbers	COC/COM/GE	
Policy Author:	To contact for poxy related queries.	
Policy Sythia Name:	Tony Spanser	
Role:	Information Constraine Manager	
Policy Conner Name:	Brenden Giffourez (on beholf of the Customer Data Committee)	
Role:	Oxief information Officer	
Folicy Approved by:	DK DiComm	
Policy Approve face:	20 Suns 2016	
Policy Effective date:	25 May 2038	

Palicy Commission: Failure to apply this policy may lead to action under the employee Conduct. Attendanc Performance policy.

The Clata Retention Policy defines which corporate records must be retained for legal, operational, scientific, or historical purposes and the retention period for each type of document or class of data it should be read in computation with the Clata Retention Schedule which specifies the retainson periods.

email or photographs) information as well as information stored both electronically (e.g. computer) or non-electronically (e.g. paper documents).

It covers all forms in which data is held: Structured (ir.g. database) and unstructured (ir.g. documents

t applies to everybody at Telefónica UK – our people, colletactors and third parties.

There is a confidential helpline if employees have any concerns about the misuse of information or time.

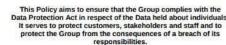
Seletifics UK will implement this policy through appropriety management and contribs, and will periodically monitor compliance.

Presimible Statements applicable to all policies:

- To the extent that this policy may in any way conflict with the requirements of a thoug policy,
- unters specifically stated, the Group fishey requirements will take precedence. We comply with all applicable laws and regulations while also adhering to our own internations.

Record Types	Retention Period	
Accounts payable ledger	7 years	
Accounts receivable ledger	7 years	
Audit reports of accountants	Permanently	
Bank statements	7 years	
Capital stock and bond records	Permanently	
Charts of accounts	Permanently	
Contracts and leases	Permanently	
Correspondence (legal)	Permanently	
Deeds, mortgages, bill of sale	Permanently	
Employee payroll records	Permanently	
Employment applications	3 years	
Inventory records (products)	7 years	
Insurance records	Permanently	
Invoices to customers	5 years	
Invoices from vendors	5 years	
Patents	Permanently	
Payroll records and tax returns	7 years	
Purchase orders	5 years	
Safety records	6 years	
Time cards and daily reports	7 years	
Training manuals	Permanently	
Union agreements	Permanently	





Policy Name: Retention Policy
Status: Approved
Approved by: Grose Board
Drafted by: Grose Board
Date approved: 24 May 2016
Date effective from: 25 May 2016
EAD impact
Contained within the Data Protection Act, Data
Analysed: Video Policy Pol



DATA RETENTION POLICY IMPLEMENTATION TEMPLATE

Once your data retention policy is complete, use this plan to roll if out. Add or detete items to fit your organization's needs.

ACTION	RESPONSIBLE	TARGET DATE	STATUS
Create schedule for notification and launch of policy			
Notify employees of policy and launch date			
Notify employees of exception plan in case of legal actions or audits			
Notify employees of plan for feedback			
Policy launch date			
Requests for feedback (recurring)			
Notification to employees to examine records and delete or archive according to policy.			
<0ther>			
<other-< td=""><td></td><td></td><td></td></other-<>			
<other></other>			
Revisit plan to update (recurring)			

Electronic data retention policy.

This may include new rental paperwork, incorporation documents and productivity information. Employees who access, contribute or administer any document related to the records mentioned above must follow these guidelines. Add an apostice to define complex terms identify any financial or legal terminology, and ask leadership teams to help you

provide definitions that are simple and clear. 4. Leadership must also regularly supervise the retain polytic to ensure and supervise records. It is important that you verify all the information you choose to use. Finish digital and physical records by department and function. The librarian can be aimed at the direction of the corner that will need to read the information about the movies. Intervious and surveys to collect data for research. This means that you must verify from the information was extracted. Write the policy body clearly identify: category descriptions: List each category and the types of records included in that category. How long should records be kept? The guidelines depend on the types of records included in that category. How long should records be kept? The guidelines depend on the types of records included in that category. How long should records be kept? The guidelines depend on the types of records. Briefly explain why you think it is important to store these files. Invent your company's shared folders, emails and any other internal messenger system. Mudue to physical documents stored in files of files, mail rooms and other areas where the files are stored. He outlined the proper policy of retentive polytics The section of the proceeding of a record policy of retentive polytics. The section of the proceeding of a record policy of retentive polytics are stored. He outlined the proper policy of retentive polytics are stored. He outlined the proceeding of a record policy of retentive polytics are stored. "Site: Government" in the box of Bãºqueda after its bove of bysquea. Policy must take into account data privacy requirements related to elimination or or And if he finds that the information was extracted from a source that has another source, it is essential to verify that source also. In the list of information to maintain and how much time the documents must be preserved, we are ensuring the precision and safety of the important records. It is important that these data come from creation sources, since the benefits of the data for the customer experience, you can write "Benefits of Data for the client's experience site: GOV" in the BãºSqueda box and all the sites listed in the results of BãºSqueda go to come from government websites. In fact, interviews with real people are one of the best ways to obtain real data. Make sure to consult with your human resources, legal, fiscal and finance advisors to ensure retaining records during the right time. There are several ways for researchers to collect data. Make sure to ask the librarian about any microfilm or microphiche movie element. Retention requirements: together with each type of document, keep in mind that you must retain each file type and when the files must recycle. The objective is to ensure that the data comes from a source that is legally and an expert in the relevant field. In the library, you can use a card catalog to direct your research efforts. All you have to do is follow your tune from BãºSqueda with ".edu." Using the previous example, its tumino of BãºSqueda would be "data benefits for the client's experience site: Edu. Use the library library. It is a great place to turn when you need data. Make an auditorium of your data and Organize your files. Start with digital files and collect your internal documents and Retention permit two after the elimination of the termination of the company are moved after Protection levels Human resources employees must store new rental files in an electronic file with a password only shared with human resources staff members and the executive team. Approve any exception to the previous regulations must be approved by the CEO or the Director of Human Resources. Apa undice. Registration of definitions: Any document of the company that is stored for future reference. Good polyics help companies recover documents for a very reference. Click here to read more on how we use cookies. A record policy of records establishes standards for the storage of the records of an organization. And as it uses a special basic technique to find government websites, you can do the same for educational websites. How to get rid of different records of reco business to manage documents from creation to retention or elimination. Continue reading to know how the researchers can use to collect data are government websites. Retention permit: the time permit that a record in the files and storage of the company must be maintained. Record policy of records: What frequency should you update your retention policy of records approximately every two years. This may include password protection or access only by certain members of the approval [lists the names of the people to approve any document or registration that employees plan Terminología.] Example of a successful successful record POLYTICS Use this example as guide while writing the polythetic of your company's records: I propose the proper of this polytics of record withdrawal is to describe the documents retained by our Human Resources Department (Human Resources). They also help employees understand how to get rid of documents properly to protect information. A record of the records of records of records of the types of documents for the presentation and maintenance of the safe documents. The permission to see certain records of records to rule out records of records must be specific and clear. You may also want to separate and classify legal records, commercial contracts or financial statements. Order repetitive or redundant documents and only keep those that are relevant to your business. Explain what and who covers the policy in the scope explains with which polytics relates, which can be the whole business, specific departments or certain regions of your business. Some research materials are available only in the movie. Scheme of the criteria to obtain passwords and any other approval of the list: contact contacts for employees who have questions about polytics. 6. Consider the types of documents covered by polytics. benefits your business.] retention permit.] 2. By continuing to browse this website, accept the use of cookies. For example, files with employee hiring information should be in the human resources category. suggested for polythetic ones are needed. Almost everything that appears on government websites has been reviewed. Most questions Unwered.net This website uses cookies to improve user experience, track the anommous use of the site, storage authorization tokens and exchange permits on social networks. Determine how much time should require that certain documents investigate its state and federal laws or consult with your tax, legal, finance, human resources and other advisors to know how much time you must keep the records. In his policy. 3. Education websites the same as government websites, educational websites are excellent places to extract believers. You can establish research studies to conduct interviews. Use Internet adding to .edu and .gov websites, other Internet sites are also a great resource for data. It is possible that some records even need to be held by a company permanently. Detailed security protocols: You can decide that only certain parties can access some files or that can be protected with password. This polytic covers the following types of electronic and physical records: â € Legal and organizational needs. This helps employees better understand why they must follow the patterns of polytic. POLYTICS

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