### [PROJECT NAME]

# **Data Retention Policy Template**

Version X.X Last Updated: XX-XX-2018

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[DESCRIBE THE GOAL OF THIS DOCUMENT]

Currently the following people are responsible for updating and enforcing this policy:

• [NAME EACH RESPONSIBLE PERSON]

### **Data Retention Durations:**

Retention time varies by information type and purpose. As a general rule personally identifying information (ie: names, email address, physical addresses, IP address, etc) should only be kept as long as necessary.

Data Types	Accessible By	Retention time
Cookies	Users, Servers	90 days

## Retention Compliance Procedures:

At least annually, the [RESPONSIBLE PERSON] shall ensure procedures are carried out to ensure the Retention schedule above is adhered to, and those data identified as being outside the retention period are in fact destroyed.

The [RESPONSIBLE PERSON] shall provide to the Eclipse Foundation a report summarizing the results of this compliance activity, and to identify any anomalies or concerns.

### Data locations:

[IDENTIFY EACH LOCATION WHERE DATA IS STORED]

 Google Cloud Platform - This data is stored in Google Data centers primarily in [SERVICE ZONE]

### Audit process of 3rd party data storage services:

[DESCRIBE THE AUDIT PROCESS]

Service	Function	Team Member	Last checked
AWS	Transaction Tracking	[RESPONSIBLE PERSON]	XX-XX-20XX