

[organization name]

[confidentiality level]

Appendix – Data Retention Schedule

| Record category | Retention period | Retention date |
|--------------------|------------------|----------------|
| Payroll records | | |
| Supplier contracts | | |
| | | |
| | | |
| | | |

Commented [GDPR1]: In order to fill out this document, first read the Data Retention Policy.

Commented [GDPR2]: There are three possibilities for defining this retention period:

1. Retention period is defined by law
2. Retention period is defined by contract
3. Retention period is defined by the organization's policy

Commented [GDPR3]: Note that these are examples. You should fill in this table with the relevant documents for your organisation.