

Data retention policy

The objectives of the data retention policy are to regulate how to keep important information for future use or reference, to organize information so it can be searched and accessed at a later date and to dispose of information that is no longer needed.

This Policy was approved by the Board of Directors of Stichting Akvo (Akvo Foundation) on 2018-05-22

Explanations

By "**Retain**" we mean to ensure that data won't be permanently deleted before the end of the retention period.

By "**Delete**" we mean the process of permanently deleting content including archives and backups.

Scope

This Policy applies to all electronic records generated in the course of the operation of the current contract period of the Partner, including both original documents and reproductions.

General data retention policy

If no other specific information is given, this policy will be in effect.

- Product data and content will be permanently deleted **a year** after the end of the contract.
- Backups are rotated after **six months** during the contracted period. Therefore, any versions of the state of the data older than six months will be permanently deleted.
- Partners can, if they have valid reason for it, extend or shorten the data retention period by a written agreement with Akvo. Reasons for this might be regulatory requirements or legitimate requirements from the use case in question. The responsibility of knowing about these requirements and requesting an extended or shortened retention period lay solely on the

Partner.

- Partners, when acting as Data Controllers, are themselves responsible for documenting and implementing a data retention policy for the data that they themselves collect, control and store using Akvo systems during the contract period.
- Akvo also has to retain certain types of data for a longer period than described in the contract and the data retention policy above due to current Dutch and EU legislation.
 - Basic financial data will be retained for 7 years in accordance with Dutch tax and trade laws. These are:
 - the ledger
 - the debtor and creditor administration
 - the stock administration
 - the purchasing and sales administration
 - According to Dutch employment law, the records of the payroll administration has to be kept for 7 years.