

Data Retention and Deletion Policy for Mobile Application

1. Introduction

This Data Retention and Deletion Policy ("Policy") outlines how [App Name] ("we", "us", "our") collects, retains, and deletes the personal and non-personal data of users ("you", "your") through our mobile application.

2. Purpose

The purpose of this Policy is to ensure the responsible management, retention, and deletion of user data in accordance with relevant legal and regulatory requirements.

3. Data Collected

- Personal Identifiable Information (e.g., name, email address)
- Usage Data (e.g., app interaction, device information)
- Other data provided directly by users

4. Data Retention Period

We retain user data only for as long as necessary to fulfill the purposes for which it was collected or as required by applicable laws and regulations.

- Account information: Retained until user requests deletion or account is inactive for [X] months.
- Transactional data: Retained for [X] years for auditing and compliance purposes.
- Usage data: Retained for up to [X] months for analytics and improvement.

5. Methods of Data Deletion

User data is deleted securely using the following methods:

1. Permanent deletion from our servers.
2. Removal of all backup copies within [X] days of deletion request.
3. Use of secure mechanisms to ensure data is irrecoverable.

6. User Rights

- Right to request access to their personal data.
- Right to request correction, deletion, or restriction of their personal data.
- Right to withdraw consent at any time.

7. Deletion Requests

Users may request deletion of their data at any time by contacting us at [Contact Email/Support]. Upon verification, we will delete the requested data within [X] days, unless retention is required by law.

8. Policy Updates

We may update this Policy occasionally. Users will be notified of significant changes through the app or via email.

9. Contact Us

If you have any questions or concerns regarding this Policy, please contact us at: [Contact Email/Support].