

# 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].