

Data Decommissioning Strategy Document

Document Version:	1.0
Date:	[Insert Date]
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Approved by:	[Insert Approver]

1. Purpose

[Explain the purpose of the data decommissioning strategy, e.g., to define the process of decommissioning data assets in a secure, compliant, and efficient manner.]

2. Scope

[Describe the scope, e.g., systems, data types, departments, and environments covered by this strategy.]

3. Definitions

- **Data Decommissioning:** [Definition]
- **Data Retention:** [Definition]
- **Data Disposal:** [Definition]

4. Roles and Responsibilities

- **Data Owner:** [Responsibilities]
- **IT Department:** [Responsibilities]
- **Compliance Officer:** [Responsibilities]

5. Decommissioning Process

1. Identify data to be decommissioned.
2. Review data retention and compliance requirements.
3. Obtain necessary approvals.
4. Backup critical data (if required).
5. Remove data from production systems.
6. Permanently dispose of data using approved methods.
7. Update documentation and records.

6. Data Disposal Methods

- Physical destruction
- Secure erasure
- Cryptographic erasure

7. Compliance and Audit

[Describe how compliance will be ensured and how audits will be conducted.]

8. Review and Update

[Specify the review cycle and update process for this strategy document.]