

Data Retention and Deletion Policy for Web Applications

1. Purpose

This Data Retention and Deletion Policy ("Policy") outlines how [Web Application Name] ("we", "us", or "our") manages the collection, storage, retention, and deletion of personal data collected from users of our web application.

2. Data Retention

- Personal Data:** We retain personal data submitted by users (such as registration information, user profile, and contact details) for as long as the user account is active or as necessary to provide services.
- Usage Data:** Data related to usage analytics and logs are retained for a period of [e.g., 12 months] to analyze trends, resolve issues, and improve services.
- Legal Obligations:** Some data may be retained for a longer period if required to comply with legal obligations, resolve disputes, or enforce agreements.

3. Data Deletion

- User-Initiated Deletion:** Users can request deletion of their account and personal data by [method of request, e.g., contacting support or using a dashboard feature].
- Automatic Deletion:** Inactive accounts and associated data will be deleted after [e.g., 24 months] of inactivity.
- Backup Data:** Data held in backups will be deleted as part of routine backup purging, at intervals not exceeding [e.g., 30 days] after data deletion events.

4. Data Security

We employ industry-standard measures to protect data during retention and ensure secure deletion. Access to personal data is restricted to authorized personnel only.

5. Updates to This Policy

We reserve the right to update this Policy at any time. Users will be notified of significant changes through [notification method]. Continued use of the web application constitutes acceptance of the revised Policy.

6. Contact

For questions regarding this Policy or to request data deletion, please contact us at [contact email or form link].