

Cloud Storage Retention Policy Sample

1. Purpose

This Cloud Storage Retention Policy outlines the principles and procedures for retaining, archiving, and disposing data stored in cloud infrastructure. The policy ensures regulatory compliance, optimizes storage usage, and protects sensitive information throughout its lifecycle.

2. Scope

This policy applies to all files, documents, and data stored by [Organization Name] in authorized cloud storage solutions.

3. Policy Statement

1. Data will be retained only for as long as necessary to fulfill the purpose for which it was collected or as required by law.
2. Data with expired retention periods will be securely deleted or archived according to procedure.
3. Access to cloud storage will be restricted based on user roles and business needs.

4. Retention Periods

Data Type	Retention Period	Disposition Action
Financial Records	7 Years	Secure Deletion
HR Documentation	5 Years after separation	Secure Deletion
Customer Data	3 Years after contract end	Archival then Deletion
System Logs	1 Year	Automated Deletion

5. Responsibilities

- **Data Owners:** Ensure correct data classification and initiate deletion requests when retention periods expire.
- **IT Administrators:** Implement retention schedules, perform regular audits, and oversee secure disposal.
- **All Users:** Store data responsibly and comply with this policy at all times.

6. Data Disposal

All data subject to deletion will be removed using secure digital erasure methods to prevent data recovery and protect confidentiality.

7. Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in regulations, technology, or business requirements.

Effective Date: [YYYY-MM-DD]

Policy Owner: [Owner Name/Department]