RAHBAR COLLEGE
OF DENTISTRY

Data Retention and Disposal Policy

1. **Introduction**

This Data Retention and Disposal Policy outlines the guidelines and procedures for the retention, storage, and secure disposal of data within Rahbar College Of Dentistry, Lahore. The policy aims to ensure the integrity, confidentiality, and availability of data, while complying with relevant legal and regulatory requirements.

2. **Scope**

This policy applies to all data generated, collected, processed, or stored by Rahbar College Of Dentistry, Lahore, including but not limited to:

- **Personal Data**: Information that identifies an individual, such as name, address, email address, phone number, and financial information.
- **Sensitive Personal Data**: Special categories of personal data, such as health information, biometric data, and genetic data.
- **Business Records**: Financial records, contracts, correspondence, and other operational documents.

3. **Data Retention**

3.1 **General Principles**

- **Data Minimization**: Collect and retain only the minimum amount of data necessary for the specific purpose.
- **Purpose Limitation**: Use data only for the purposes for which it was collected.
- **Data Accuracy:** Ensure data is accurate and up-to-date.
- **Storage Security:** Store data securely to protect it from unauthorized access, loss, or damage.

3.2 **Retention Periods**

The retention period for each type of data will be determined based on the following factors:

- **Legal and Regulatory Requirements:** Adhere to statutory retention periods mandated by laws and regulations.
- **Business Needs:** Consider the operational needs of the organization.
- **Risk Assessment**: Assess the potential risks associated with data retention, such as legal liability or reputational damage.

3.3 **Specific Retention Periods**

Data Type	**Retention Period**
Personal Data	[7 years after the last interaction]
Sensitive Personal Data	[10 years after the last interaction]
Financial Records	[7 years]
Business Records	5 years]

4. Data Disposal

4.1 Secure Disposal Methods

- **Paper Records**: Shred or pulp paper documents to render them unreadable.
- **Electronic Records:** Use secure deletion methods to overwrite data multiple times or physically destroy storage media.
- **Cloud Storage:** Follow the cloud service provider's guidelines for data deletion.

No. 38/RCoD/R&D/ 14/ 2024 Dated: 25th November, 2024

4.2 Disposal Procedures

- **Documentation**: Document the disposal process, including dates, methods, and personnel involved.
- **Authorization**: Require authorization from appropriate personnel before disposing of data.
- **Third-Party Involvement**: If using third-party services for data disposal, ensure they comply with security standards.

5. Regular Review and Updates

The Data Retention and Disposal Policy should be reviewed and updated periodically to reflect changes in legal and regulatory requirements, business needs, and technological advancements.

6. Training and Awareness

All employees should receive training on the Data Retention and Disposal Policy to ensure compliance and awareness.

By adhering to this Data Retention and Disposal Policy, RCOD can effectively manage its data, minimize risks, and comply with legal and regulatory obligations.

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No. 38/RCoD/R&D/ 14/ 2024 Dated: 25th November, 2024