

## Data Retention Policy (April 2019)

### PURPOSE

Digidentity processes personal data of customers in order to execute the contract that is agreed between the customer and Digidentity. Due to Laws and Regulations, Digidentity must store personal data and retain data for compliance purposes. This Data Retention Policy describes how long Digidentity stores your data.

### DATA RETENTION PERIODS

Data	Handling	Retention period
Personal data	Active during contract	After account deletion archived for seven (7) years
Photos of identity documents	Deleted after 14 days	No retention
Photos of authorisation letters	Deleted after 14 days	No retention
Selfies	Deleted after 14 days	No retention
Credit file data	Deleted after 30 days	No retention
PKI Key Life Cycle data	Active during contract	After account deletion archived for seven (7) years
Organisation data	Active during contract	After account deletion archived for seven (7) years

### ARCHIVING

Digidentity only stores personal data if required to meet obligations for auditing and forensic evidence purposes. Your rights to request deletion are described in the Terms & Conditions and Privacy Statement.

During archival the data is securely stored (encrypted/masked/locked away). Data will only be accessible to personnel in functions related to security e.g. Security Officers or the Data Protection Officer (DPO). After the retention period of seven (7) years is reached, the archive is deleted/destroyed. The destruction of data ensures that no data can be recovered.