

Data Retention Policy

Legal

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Draft a data retention and deletion policy that balances DPDPA storage-limitation with Indian statutory retention (tax, company, labour) — a retention schedule per data type with period, legal basis and deletion method. Fill in the details below.

Purpose of this tool & output

Draft a retention and deletion schedule

How the output is used

Use it to decide how long you keep data — a retention and deletion schedule by data type, aligned to law and need.

Important cautions

AI-generated draft; confirm statutory periods with a CA/lawyer.

Companion documents

- Privacy Policy Generator
- Cookie Policy Generator
- DPDPA Compliance Checklist
- Data Breach Response Plan
- DPDPA Consent Notice Generator
- Grievance Officer / Rights Process

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.