



## LAW IMAGE DATA RETENTION POLICY POL005

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Approved by	Director
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## DATA RETENTION POLICY

### Purpose

Law Image has implemented stringent rules around data retention and deletion in order to protect our clients from risk of data loss or exposure. This document defines these rules.

### Scope

This policy applies throughout Law Image Services (Aust) Pty Ltd, ABN 35 093 871 660.

#### 01. Data retention period

By default Law Image retains data on the processing server for 14 calendar days after assignment closure.

#### 02. Data deletion after 14 days

After 14 days Law Image runs a file deletion utility to ensure data is completely removed from the server. This utility is compliant with deletion standard *DoD 5220.22-M*. Alternatively Law Image is happy to delete data immediately after delivery to clients.

#### 03. Exclusions from backup

The processing server is not included in the backup regime.

#### 04. Secure FTP site

Law Image provides a secure FTP service for upload and download of client files. This system is purely transactional. These files are removed once they are retrieved and the disk utility is then run to ensure their complete removal. This server's storage is also excluded from the backup regime.

#### 05. Mobile media

Law Image has disabled USB ports on local machines and does not allow use of USB drives or portable hard drives.

#### 08. No local storage

Law Image's processing terminals have no local storage. All files are kept on the processing server.

#### 07. Encryption

Law Image encrypts all user data at rest using the AES-256 algorithm. All output files sent by Law Image to clients are zipped and password protected.

#### 08. Managing sensitive data

Law Image frequently manages extremely sensitive & protected data for clients. We do not create copies of this data. It is transferred from the S-FTP site, printed, and then immediately deleted from the printer's memory.

#### Further information

For more details on Law Image's security protocols, please contact us directly.

## CONTACT US

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