

Type of information	Storage location(s)	Internal paper archive	Internal digital archive	External archive	Separate DPA with external party	Deletion term	Basis
Camera archives	Internal camera storage servers		X		N/A	Rolling wipe after 14 days	Default business operations
Contracts	Internal back-office (SP)		X		N/A	Kept indefinitely	Law
Creditor details (contact and company registration details)	Internal back-office (SP)		X		N/A	Kept indefinitely	Default business operations
	Twinfield			X	X	Kept indefinitely	Law
DPA's (Data Processing Agreements)	Internal back-office (SP)		X		N/A	Kept indefinitely	Law
Email address for mailinglist on NOC website (noc.nforce.com)	Internal database		X		N/A	Kept indefinitely	
Package delivery list	Internal back-office (SP)		X		N/A	After (1) full book year	Default business operations
Packing slips	Internal back-office (SP)		X		N/A	Kept indefinitely	Default business operations
Payment transactions	Internal back-office (SP)	X	X		N/A	Kept indefinitely	Law
	External with serviceprovider (banks)			X		Defined by external	Defined by external
	Twinfield			X	X	Kept indefinitely	Law
Purchase invoices	Internal back-office (SP)	X	X		N/A	After (7) years	Law
	Twinfield			X	X	Kept indefinitely	Law
Purchase lease agreement details	Internal back-office (SP)		X		N/A	Kept indefinitely	Default business operations
	Internal portals (CP)		X		N/A	Kept indefinitely	Default business operations
Third party regulations	Internal back-office (SP)		X		N/A	Kept indefinitely	Default business operations
Visitors list (offices)	Internal back-office (SP)		X		N/A	After (1) full book year	Default business operations
Websites & webservices (*.nforce.com & alias domainnames) visits (IP address and related information)	Internal portals (CP)		X		N/A	Kept indefinitely	Default business operations
	Websserver logs		X		N/A	Rolling wipe / device logging only	Default business operations
	Google Analytics			X		Defined by external	Defined by external
	Adroll			X		Defined by external	Defined by external

**Notes**  
 Backups of the complete system(s) made are kept indefinitely.  
 Once a year this list is reviewed and updated when required.

Requests can be send to [administration@nforce.com](mailto:administration@nforce.com), we do our utmost best to respond as soon as possible - we expect to handle each request within approximately one month, this depends on the amount of requests.