**Guide to using
Wired Relations' templates**
Wired Relations' templates\* can be used directly in your work with data protection and information security - but can also be used as inspiration for your own material. You can modify them as needed to make them exactly as you want them.

**NOTE!** There may be sections that are not relevant for all companies. If this is the case, it will be clearly indicated in the text.

|  | Text boxes in the document contain focus points and good advice. Please note that the text boxes should be removed from the final version of the specific policy or procedure. |  |
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There will be places in the text where you are prompted to insert the company’s name or other information. In these cases, it will be marked as follows: *[insert company's name]*.

At the end of each document, there will be a table that provides an overview of the document's version, the latest update, and who is responsible for the document.

|  | Here are some additional tips for using Wired Relations' templates: |  |
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|  | * You can add or remove sections, change the wording, and add your own logo and branding.
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|  | * Stay up-to-date with your templates. Data protection and information security regulations are evolving rapidly, so it's crucial to keep your templates current.
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|  | Should you have any inquiries concerning the templates, please feel free to contact us. |  |

**Deletion Procedure Template**

**Introduction**

To ensure that clear procedures are in place for deleting personal data from a system, a deletion procedure should be completed for each individual system.

It is recommended that consideration be given to the deletion of personal data from the outset of processing. This allows the processing to be designed in a way that ensures compliance with any applicable deletion deadlines in an efficient and, if possible, automated manner.

A deletion deadline is determined based on the purpose of processing the specific personal data.

For questions regarding this procedure, please contact *[insert the data protection responsible].*

| **Deletion procedure for:** *[insert system name]*  |
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| What personal data is processed in the system? ***Note:*** *You can find this information in the ROPA (article 30), or by checking the system details in WR.* | *For example: name, address, phone number, email, salary information, job applications, etc.* |
| What is the deletion deadline for each type of personal data in the system? | *For example, the deletion deadline for job applications is 6 months, and the deletion deadline for name and phone number is xx years after the end of employment.* |
| How is the data deleted (manually or automatically - and please elaborate)? | *Describe here* |
| Which specific data fields will be affected by the deletion, and in what way? *For example, a customer's entire data sheet in the system may be deleted, or only the personal data may be deleted or anonymized.* | *Describe here* |
| Who is responsible for carrying out the deletion? | *Describe here* |
| How is it monitored that the deletion has been carried out? And who is responsible for the follow-up? | *Describe here* |
| How is it documented that the deletion has been completed? | *Describe here* |
| What procedure for follow-up on deletion has been implemented? | *For example, by reviewing technical logs from deletion processes, i.e., automated data extraction of data that should have been deleted according to the retention period.* |
| How is the system regularly checked for personal data that has reached its deletion deadline? | *Describe here* |
| How is it ensured that deleted personal data is also deleted from backups, so that it is not reloaded when restoring a backup? | *Describe here* |
| If it is not technically possible to delete individual data in a backup, it must be ensured that the personal data deleted from the live system is also deleted if the backup is restored. How is this done? **Note:** A log of this can be kept, but be aware that it should not contain personal data, but instead indicate a given row in a table that was deleted at a given time. | *Describe here* |

**Document information**

| Document version |  |
| --- | --- |
| Date of Issue for this version |  |
| Responsible Person |  |
| Status |  |