Training Course on Data Retention and Disposal Policies

Professional Development Training Course Outline

Category	Data Security	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s digital-first world, data retention and disposal policies are critical for maintaining data integrity, ensuring regulatory compliance, and protecting sensitive information. Organizations that fail to implement strong data governance risk financial penalties, data breaches, and reputational harm. Training Course on Data Retention and Disposal Policies provides essential training on building, managing, and enforcing robust data retention and disposal frameworks aligned with industry standards and global regulations like GDPR, HIPAA, and CCPA.

This training course empowers professionals with actionable insights into data lifecycle management, secure disposal methods, legal considerations, and practical tools to minimize risks while maximizing compliance. By the end of this course, participants will confidently implement data retention schedules, audit data repositories, and execute secure disposal protocols.

Programme Curriculum

Training Course on Data Retention and Disposal Policies

Introduction

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Course Objectives

1. Understand the importance of data retention policies in regulatory compliance.
2. Analyze the legal and regulatory frameworks impacting data disposal.
3. Develop a data lifecycle management framework.
4. Implement secure and compliant data destruction techniques.
5. Conduct effective data audits and assessments.
6. Create organization-wide data classification policies.
7. Integrate data privacy best practices with retention strategies.
8. Design cloud storage data retention plans.
9. Ensure employee training on proper data handling and disposal.
10. Manage risks related to data hoarding and over-retention.
11. Apply AI tools for data classification and retention automation.
12. Establish internal policy documentation and version controls.
13. Use case studies to analyze real-world data compliance failures.

Target Audience

1. Data Protection Officers (DPOs)
2. Compliance Managers
3. IT Security Professionals
4. Records Management Officers
5. Legal and Regulatory Advisors
6. Cloud Storage Administrators
7. Risk Management Teams
8. HR & Administrative Staff Handling Data

Course Duration: 5 days

Course Modules

Module 1: Introduction to Data Retention Policies

- Understanding the scope and definition of data retention
- Importance of compliance and business continuity
- Overview of global data retention laws (GDPR, HIPAA, etc.)
- Risks of poor data management
- Creating data retention schedules
- **Case Study**: GDPR fines due to data over-retention in a UK firm

Module 2: Legal and Regulatory Frameworks

- Overview of regional and international laws
- Industry-specific retention requirements
- Aligning internal policies with legal mandates
- Audit trails and e-discovery considerations
- Documentation standards and controls
- **Case Study**: Legal compliance failure in healthcare records

Module 3: Data Classification and Retention Schedules

- Importance of accurate data classification
- Building a tiered retention schedule
- Metadata tagging for automation
- Implementing classification tools and software

- Training staff on classification protocols
- **Case Study**: Retail chain’s success using automated classification

Module 4: Secure Data Disposal Methods

- Overview of disposal types: digital, paper, physical
- Best practices for data destruction
- Chain of custody and audit-proof deletion
- Software-based and hardware-level destruction
- Policy for outsourced data destruction vendors
- **Case Study**: Government data breach from improper disposal

Module 5: Cloud Data and Remote Storage Compliance

- Cloud-specific retention challenges
- Policy enforcement in hybrid and multi-cloud environments
- Retention tools and software in cloud ecosystems
- Cloud provider compliance roles
- Data backup vs. retention: key differences
- **Case Study**: SaaS company fined for non-compliant cloud storage

Module 6: Data Governance and Documentation

- Creating a governance structure for data
- Roles and responsibilities for data stewards
- Policy versioning and lifecycle documentation
- Internal audit and enforcement mechanisms
- Reporting and escalation protocols
- **Case Study**: Successful implementation of data governance in finance

Module 7: Risk Management and Incident Response

- Identifying data-related risks
- Role of retention/disposal in risk reduction
- Data breach response aligned with retention policies
- Integrating retention in disaster recovery plans
- Measuring and monitoring risk exposure
- **Case Study**: Mitigating reputational risk from over-retained emails

Module 8: Future Trends and Automation

- AI and machine learning in data management
- Predictive analytics for retention decisions
- Automation of disposal schedules
- Role of blockchain in immutable records
- Future of compliance tech
- **Case Study**: Using AI to automate policy enforcement in an enterprise

Training Methodology

- Interactive Lectures using visual presentations and real-world examples
- Hands-on Workshops for building retention policies and schedules
- Group Case Study Analysis to encourage collaborative learning
- Simulations and Roleplays for breach response scenarios
- Post-Training Assessment to evaluate learning outcomes
- Downloadable Templates for instant policy implementation

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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