Data Retention Policy

Purpose
The purpose of this policy is to protect customer privacy by establishing rules governing data retention for NOCTI and Nocti Business Solutions (NBS).

Policy
NOCTI/NBS holds and maintains customer data for the purpose of providing assessment results. NOCTI/NBS will retain individually identifiable score-related data for up to ten years. NOCTI/NBS will anonymize data and retain score-related data necessary for normative calculation purposes, according to the following schedule:

- For secondary and post-secondary data, anonymization after ten years.
- For business and industry data, anonymization after 20 years.
- For teacher data, anonymization after 20 years.

The data will be in a format that will prevent it from being de-anonymized and remove any possibility of re-identifying the individual.

At any time, NOCTI/NBS will, upon written request from customer, remove customer data by anonymizing it in a manner that makes it impossible to de-anonymize and re-identify the individual.

Scope
This policy applies to all customer data obtained and retained in the process of doing business. The Information Technology division will be responsible for the implementation of this policy.