

Somalia Data Protection Authority

Compliance Toolkit Template

DATA RETENTION SCHEDULE

Version: 1.0

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Status: Mandatory

Issued under: Somalia Data Protection Act No. 005 (2023)

1. Purpose

This schedule defines how long personal data is retained and the method of secure disposal in accordance with the storage limitation principle under the Somalia Data Protection Act No. 005 (2023).

Personal data shall not be retained longer than necessary for the purposes for which it was collected, unless required by law.

2. Retention Table

Data Category	Purpose of Processing	Legal Basis	Retention Period	Storage Location	Disposal Method

3. Legal Hold

Data subject to ongoing investigation, litigation, or regulatory review shall not be deleted until the hold is lifted.

Where a legal hold applies, deletion timelines in this schedule are temporarily suspended until the matter is resolved.

4. Secure Disposal Methods

Personal data must be disposed of using appropriate secure methods, including:

- Secure deletion of electronic records
- Physical shredding of paper records
- Certified destruction services where applicable
- Anonymization where appropriate

Disposal must ensure that personal data cannot be reconstructed or recovered.

5. Review

This schedule shall be reviewed at least annually.

Retention periods must be updated where legal, regulatory, operational, or technological changes occur.

Reviewed by: _____

Date: _____

Signature: _____

Disclaimer

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