

## **1. Data Retention Policy**

Our users value safety, speed, and reliability when using our products and services. As part of our commitment to continuously improve our platform and enhance the user experience, we are implementing changes to our Data Retention Policy effective January 1<sup>st</sup>, 2024. As part of our updated policy, any documents that have not been accessed within six (6) months will be removed. One benefit to you is ensuring you have the most relevant and up-to-date information readily available for your investigations.

- If an inactive filter is detected on your Insights account (formerly known as Babel X), you will receive a notification requesting you to take action within 30 days. Your assigned Babel Street Sales Representative will also be notified.
- If you wish to keep documents that are older than six (6) months, you can either email your assigned Babel Street Sales Representative or contact [helpdesk@babelstreet.com](mailto:helpdesk@babelstreet.com) stating you would like the documents to be preserved.
- If you no longer need the documents and want them to be removed, you do not need to take any action. Documents older than six (6) months will be automatically removed 30 days after the notification.

If you have any questions or concerns, please reach out to your Babel Street Sales Representative, or send an email to [helpdesk@babelstreet.com](mailto:helpdesk@babelstreet.com).