

Data Storage and Access Controls Format

1. Document Information

Document Owner: _____

Version: _____

Date: _____

Department: _____

2. Data Storage Details

Data Type	Storage Location	Format	Data Sensitivity
Customer Records	Secure Cloud Database	Encrypted SQL	Confidential
Transaction Logs	Internal File Server	CSV	Internal
Audit Trails	Third-party Audit Platform	JSON	Sensitive

3. Access Controls

Role/User Group	Access Level	Authentication Method	Approval Required
Admin	Full Access	2FA & Password	Yes
Data Analyst	Read Only	Single Sign-On	Yes
Support Staff	Limited	Password	No

4. Data Retention and Backup

- Retention Period: _____
- Backup Frequency: _____
- Backup Location: _____
- Disposal Method: _____

5. Monitoring & Review Procedures

- Access logs are reviewed: _____
- Storage health checked: _____
- Compliance audits scheduled: _____

Important Notes

- This format should be reviewed and updated regularly to reflect current data handling practices.
- All storage and access methods should comply with applicable laws and internal policies.
- Ensure only authorized personnel have appropriate access to sensitive data.
- Backup and data disposal methods must be secure and documented.
- Maintain thorough documentation for audit and compliance purposes.