

# Global Records Information Management Program

ADP's Global Records Information Management Program ("RIM Program") establishes global standards for records management. The RIM Program has been designed to ensure that ADP complies with applicable laws and regulations (including the EU General Data Protection Regulation) that apply to its business operations, to generally incorporate data retention requirements and to support ADP's Binding Corporate Rules.



**1. Generate, Receive, & Maintain Records**



**2. Retain Records for Retention Period**



**3. Destruction of Records at End of Retention Period.**

## Program Benefits

### Global Management & Destruction of Records

Record retention schedules are a key component of the RIM Program. Each retention schedule includes clear and specific retention rules that identify the time period that Records are to be retained and when the Records should be destroyed.

### Safeguards the Privacy and Security of Records

The RIM Program is designed to ensure that the Records that ADP generates, receives or maintains are retained only as long as ADP needs the information for the proper functioning of ADP's business and delivery of services, in alignment with privacy principles.

