

Effective/Last Updated: May 25, 2018

BNI®
DATA RETENTION POLICY

Purpose

BNI Worldwide Development Ltd, which controls data for and on behalf of BNI Global, LLC, together with its related affiliates (“**BNI**”, “**our**” or “**we**”) has developed this Data Retention Policy (“**Policy**”) to ensure that necessary records and documents of BNI are adequately protected and maintained and to ensure that records that are no longer needed by BNI or are of no value are discarded at the proper time.

Policy

This Policy represents the BNI’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents. Your data will only be retained for as long is necessary to fulfil the purposes for which it was obtained. For members, at a minimum this will be for the duration of your membership and likely longer depending upon applicable laws, rules and regulations. For non-members, this will be for the duration needed to align with your engagement with us, such as, by way of example only, to enable us to send invitations to Chapter meetings, for maintaining subscriptions to email newsletters, or for the duration of your participation in one of our core groups prior to Chapter launch.

Suspension of Record Disposal in Event of Litigation or Claims

In the event BNI is served with any subpoena or request for documents or BNI becomes aware of a governmental investigation or audit concerning BNI or the commencement of any litigation against or concerning BNI, any further disposal of documents shall be suspended until BNI determines otherwise.

Record Retention Schedule

Record Type	Retention Period
Member data	10 years after leaving BNI
Non-Member data	7 years after last activity/interaction with BNI

Administration

BNI may make modifications to the Policy from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for BNI; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

In the event of inconsistency between any terms of this contract and any translation into another language, the English version will control and prevail on any question of interpretation or otherwise.

If you have any questions about this Policy, please contact us at legal@bni.com.

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