

Conclusion

Data Subject Requests

A Data Subject Request is a request from any individual to **access, amend, complete, or delete** the personal data an organization holds on them. Depending on the local legislation, data subject rights can be more or less substantive. They may also include the right to restrict or object to certain types of processing, the right not to be subject to automated decision-making, and the right to data portability.

Business Records

Business Records are defined as any official recording of actions, decisions, transactions, procedures, or any other facts or events that evidence Zurich's business activities and have certain legal, regulatory, internal policy or other obligations attached to them regarding retention and disposal. Applicable laws and regulations as well as local practice determine what constitutes a Business Record. Records can be electronic and non-electronic.

Records Retention Schedule

Check your applicable local record retention schedule, which indicates applicable retention periods for each type of Business Record.

Who to contact

Contact your Local Information Governance and Privacy team or the Local Compliance team for more information on Business Records and your records retention schedule.

