

Data Retention Policies

The LodgeMaster team is adding a number of data retention policies to ensure that lodges have enough history to be able to operate successfully and see past history, but also to ensure that each lodge's database remains a manageable size and operates optimally. Besides the specific policies mentioned below, all other data will be retained indefinitely. Any changes to this policy going forward will be announced in advance to all lodges.

Emails

- Sent emails will be retained for 5 years. (Starting January 1st, 2019)
- Email attachments for sent emails will be retained for 2 years. (Starting January 1st, 2019)
- Email images will be retained for 2 years - images can be reused in multiple emails and will be retained for 2 years from the last used date. (Starting January 1st, 2019)
- Detailed email activity (opens, clicks, and bounces) will be retained for 2 years. (Starting January 1st, 2019)

Members

- **Member change history** - a history of all changes to each member will be retained for 5 years. (Starting January 1st, 2019)

Users

- **User login history** - the last 50 login history records are retained for each user. (Existing version 3.0 policy.)
- **Invited Users** - Unclaimed invited users will be deleted after 30 days. (Starting January 1st, 2019)
- **Deleted Users** - Users that have been deleted and have no login history and no member change history will be removed after 30 days. Users that have been deleted with only login history and no member change history will be removed after 6 months. (Starting August 1, 2019)