

# Data Retention Management –

Retention of data in compliance with legal requirements independent from the application



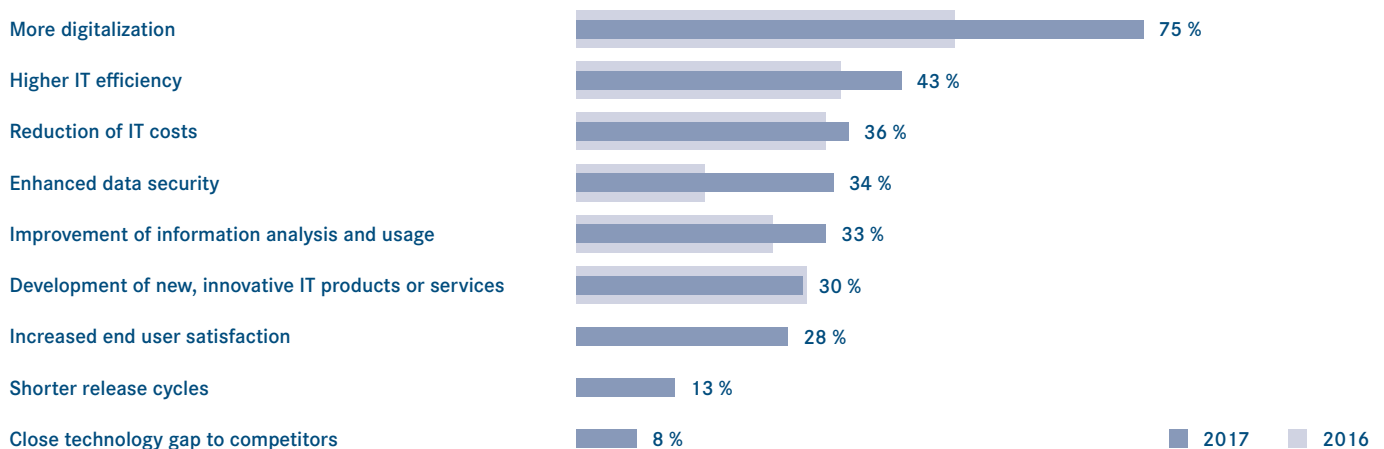


## Challenges faced by the IT – and how data retention management can help

Technology drives business – today's technologies have an ever greater impact on the speed of change in the business world. More and more customers and partners are demanding the correct information in a timely manner.

In 2017, the three top requirements from senior management for the IT were: digitalization, higher efficiency and cost reduction. Meeting these requirements makes an efficient data retention management process even more important.

What were the most important requirements from top management for the IT in 2017?



Source: Capgemini



## Current key technologies in the IT

Rationalization and consolidation of IT landscapes is a consequence, not only because of these important requirements but also because of topics such as increased data security and improved data analysis and usage of data.

Data Retention Management helps meet these requirements by bringing structure, security and order to the management of data and IT landscapes. It also guarantees an efficient and economical data usage, for example through additional analysis possibilities.

Technologies that are either already implemented or planned for implementation



Source: Capgemini



## Compliance – the responsibility belongs to the company

The legal requirements for insuring availability of data and reports are increasing. Compliance with all relevant laws and regulations is clearly the responsibility of the top management of each company independent of their size or legal form. This often means that companies must maintain data for many years even though the IT systems are obsolete, uneconomical and continued operation causes high costs.

The data retention requirements come from national and international tax and commercial regulations as well as from numerous other regulatory bodies. They can even come from customers or internal organizations. Data retention periods vary from 6 to 10 to 30 years and even longer periods.







## Application retirement – the decommissioning of IT systems

Old IT systems burden the budget – data retention regulations do too!

IT systems that are no longer in production are frequently maintained only for infrequent internal queries or to comply with various regulations. Frequently this “maintenance” has a high cost that limits the ability of an IT organization to invest in new and innovative projects that could give the company a competitive advantage.

Application retirement is an important ingredient in the long term reduction of costs and, at the same

time, the guaranteed access to historical data independent from the application. This not only meets the requirements for queries and analysis of data but also reduces the complexity of the IT landscape.

Naturally, this is done in compliance with the many legal requirements for data retention. And all of this is done without the maintenance of expensive “old” systems.

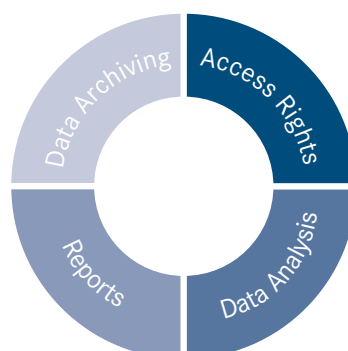
### Data Retention Management





■ ERP Systems

■ CRM Systems

■ Point of Sale Systems

■ Other Systems



- >  Business Department
- >  Data Analysts
- >  Internal Auditors
- >  Tax Auditors



## Data Hub – central storage and access for all stake holders

IT complexity is a significant cost and risk driver within a company – IT landscapes with hundreds of applications are not a rarity even among mid-size companies. There are many reasons for this.

In many cases these complex environments are results of long histories or numerous acquisitions and in every case they cause the IT organizations large headaches.

A data hub serves as a central point for the consolidation and storage of relevant and critical corporate data. This allows the uniform access to the data and the controlled provisioning of data for external audits.

The automated and periodic storage of data from diverse IT applications in a central data hub reduces costs and also the risk that data cannot be made available to meet legal requirements.





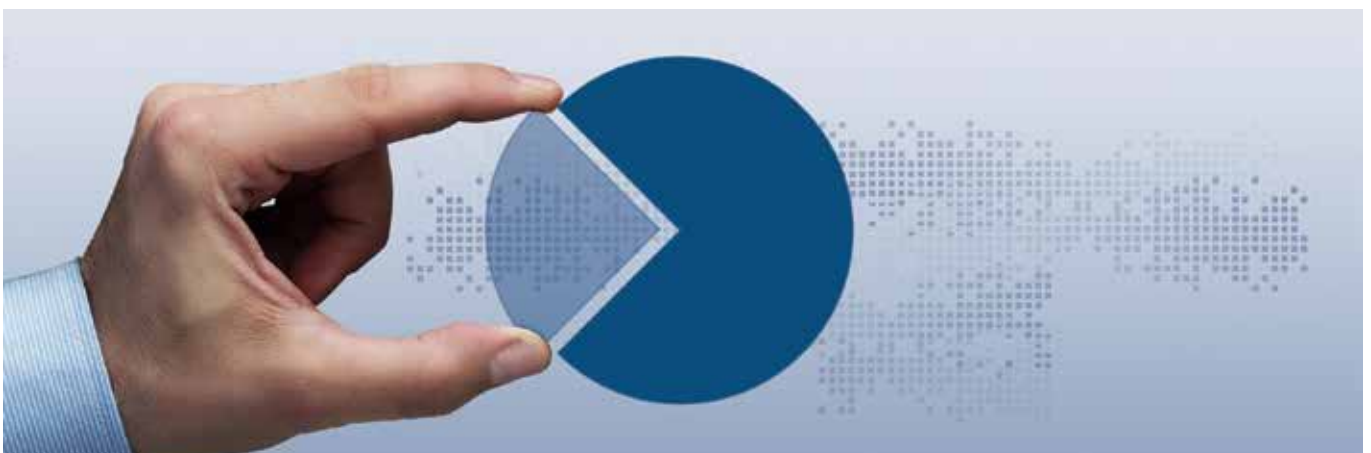
## Carve-out and migration – targeted data handling

Mergers, acquisitions and divestitures frequently have a significant impact on the IT systems of the companies in question. In such situations it is necessary to extract the data for one company or more companies from a larger IT system and then migrate portions of that into a new IT system and archive old data in compliance with all regulations.

Through the use of proven software and processes, it is possible to meet all of these requirements. Data which is still required in production systems can be extracted and migrated to the new application and

data which is no longer required in production but must be retained to meet various requirements will be stored in a Structured Data Archive for future analysis and reporting. If desired, data can also be deleted from the source system.

Trust the experts with many years of experience. Extraction, migration and deletion of data as well as the archiving of old data for future reporting and analysis in compliance with all internal and regulatory requirements – that is how carve-out projects are successful.





## Data extraction and data provisioning

Large data volumes, complex data structure, business processes and organization structures make access to IT applications difficult and make data export or data access complicated. This is true both for SAP® and non-SAP® systems.

Data requests from the business departments or even the production of media to meet the GoBD requirements (Z3 access) for the digital tax audit are often met with significant challenges and high effort.

These tasks can be accomplished with a reasonable effort and cost through the use of special software solutions.

SmartExporter extracts data from SAP® systems quickly and easily into any directory or a data retention management solution. SmartExporter is able to access both data in the database or archived data.

Using SmartExporter directDART it is possible to extract data from SAP® in the same structure as DART without having to first create DART extracts.

Data protection is an important consideration during data extraction. The SmartExporter Data Privacy function can anonymize or pseudonymize data during the export process. The SAP® administrator retains control over the process. Manipulation by users is not possible.

### Data retention management – advantages and opportunities

- Reduction of complexity and operating costs for the retention of historical data. 100 % of the data can be retained.
- Compliance requirements can be fully met – data are available for analysis and queries independent of the original system.
- Fast and easy access to historical data during the entire retention period which can run to 30 years or even longer
- Optional: Hosting and technical operation by Audicon GmbH





## Data retention management in the cloud

There is a clear trend toward IT in the cloud. Current data shows that 65 % of the companies already use cloud services in various areas. The market for cloud services is increasing by 30 % annually. This trend is also true for data retention management. Modern technology, high security standards and high flexibility are the reasons for increased acceptance both in the business departments and in the IT.

A cloud based data retention management strategy makes it possible to manage the ever increasing growth in data volume and still guarantee access to the data – audit proof and in compliance with all regulations – independent of the application over the entire retention period.

High scalability, reduced costs and the flexibility to meet specific corporate requirements make it possible to economically implement a data retention management solution in the cloud – regardless of whether the usage is for application retirement, a data hub or for carve-out. The move to the cloud can be seamlessly integrated into the current processes.



## Our services for data retention management

Audicon offers a number of services in the area of data retention management. All of the services are designed to give companies a solid basis for decisions and the efficient implementation of data retention management projects.

### Introduction to the GoBD

Do you want a detailed overview of the status of the GoBD compliance of your organization and their tax relevant IT applications? Do you have valid process documentation for all of your processes? Do you know the weak points of your data access over the entire data retention period? Does your VAT internal control system meet the requirements of the GoBD? Our GoBD compliance workshop brings all of the stakeholders together, documents the status quo, creates transparency and also delivers answers and solutions.

### Data retention management scope workshop

This workshop brings all stakeholders in a data retention management project together. It makes all of the compliance requirements – in all departments – related to the storage of data outside of the production applications transparent. In addition you get an introduction to the Audicon data retention management solution. And finally, it identifies all project relevant parameters and delivers concrete statements about the scope of the project and the related costs.

### Establishing a data retention management system

This service is based on Audicon data retention management solutions. It makes data from production and old systems available via a single consistent interface and in compliance with internal and external requirements.

### Software and system training

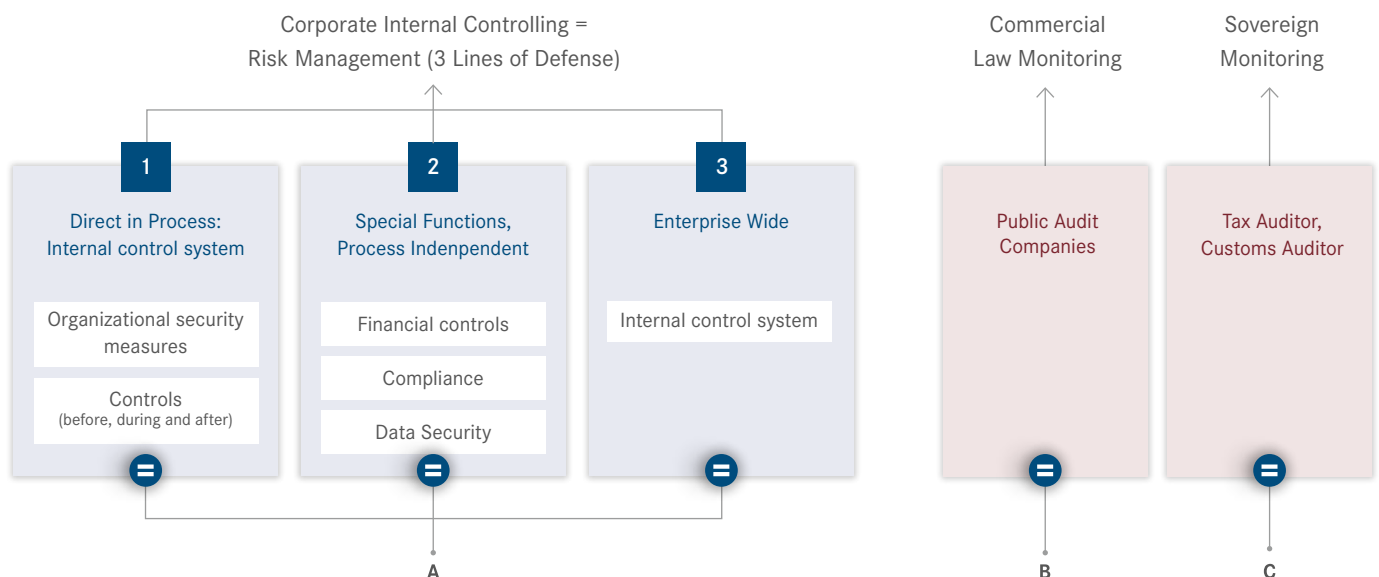
The Audicon solution lets you meet all of the aspects of the GoBD compliant storage of data from relevant systems. It is also possible that after the project you want to create additional reports and views of the data. Our trainings are customized to meet your needs and provide all of the necessary knowledge for operation and administration of the system and if required for the creation of additional reports.



## Audicon – your reliable partner for your data

For over 20 years, Audicon has been known for its responsible handling of corporate and sensitive financial data and also for the ongoing close cooperation with the Financial Administration in the area of the digital tax audit. Over 400,000 customers globally rely on the solutions Audicon offers.

From the very beginning Audicon has been intensively involved with legally compliant data retention solutions. Numerous national and international corporations trust in both our competence and our software solutions. Business and technical expertise are the basis on which our company is built.



⊖ Audicon software is used in these areas

A Enterprises: 100 of the 120 largest companies by revenue in Germany

B Public auditors/tax consultants: the 25 largest (incl. the „Big 4“)


C Official data analysis software supplier to Financial Administration, Customs Agency, Federal Audit Agency, Police and Public Prosecutors

**Further information about the 3 lines of defense model:** ECIIA, Guidance on the 8th EU Company Law Directive, 2011.




Audicon GmbH is the leading supplier of software solutions, methodology, expertise and services for Audit, Risk and Compliance.


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