

Mercans' Global Records Information Management Program (RIM Program)

Mercans is committed to upholding the highest standards in records management through our Records Information Management Program (RIM Program). This program is designed to ensure compliance with global laws and regulations, including the EU General Data Protection Regulation (GDPR), while aligning with Mercans' [Binding Corporate Rules](#).

Key Features of the RIM Program

- **Generate, Receive, & Maintain Records**

Mercans systematically manages the creation, receipt, and storage of records in accordance with business needs and legal requirements.

- **Retain Records for the Required Period**

Each record is assigned a specific retention period, ensuring it is kept for the necessary duration for operational and legal purposes.

- **Destruction of Records at End of Retention Period**

Once the retention period has expired, records are securely destroyed to maintain data privacy and compliance with regulatory standards.

Program Benefits

Global Management & Destruction of Records

Mercans' RIM Program includes comprehensive record retention schedules that outline clear and specific guidelines on how long each type of record is kept, as well as the timeframe for its destruction. This ensures that records are maintained only as long as needed, providing global consistency in records management.

Privacy and Security of Records

The RIM Program guarantees that records are retained solely for the duration needed to ensure the smooth functioning of Mercans' business and service delivery. It is aligned with strict **privacy principles** to safeguard the integrity and confidentiality of all data throughout its lifecycle

Through our RIM Program, Mercans ensures an efficient, compliant, and secure approach to managing records worldwide