

## DATA PROTECTION RETENTION SCHEDULE

This demonstrate our compliance with the General Data Protection Regulation ((EU) 2016/679) (UK GDPR) and the Data Protection Act 2018(DPA 2018).

Description	Retention	Action at the end of retention	Notes
<b>Subject Access Requests</b> (request form, email correspondence and redacted file)	3 years from completed request	Secure destruction	Good practice *Unredacted information retained by service under their retention guidelines
<b>ID evidence (data subject and/or representative)</b>	1 month after request has been completed	Secure destruction	Good practice
<b>Right Request</b> (request form, email correspondence and redacted file)	3 years from completed request	Secure destruction	Good practice *Unredacted information retained by service under their retention guidelines
<b>ID evidence (data subject and/or representative)</b>	1 month after request has been completed	Secure destruction	Good practice
<b>Complaints related to Data Protection:</b> The management of routine responses on council actions, policy or procedures	2 years from completed case (including any complaints to the ICO)	Secure destruction	Good practice *Unredacted information retained by service under their retention guidelines
<b>Complaints related to Data Protection:</b> The management of detailed responses on council actions, policy or procedures	6 years from completed case (including any complaints to the ICO)	Secure destruction	Good practice *Unredacted information retained by service under their retention guidelines

Description	Retention	Action at the end of retention	Notes
Exemptions (police or criminal enquiries from other parties such as HMRC)	2 years	Secure destruction	Police or other agencies will maintain records, in line with their retention guidelines
Data Breaches	3 years from completed case	Secure destruction	Good practice
FOI and EIR Requests	1 year	Secure destruction	Corporate policy approved by Cabinet