

Data Retention and Disposal

In compliance with GDPR, the Council has policies and procedures in place to govern how and for how long we hold data, including when we finish processing data. The Retention and Disposal Schedules on this page set out how long different types of records are to be held.

The Council is reviewing all the data it holds to ensure that we are keeping to these retention periods and any data held for longer than is necessary is securely deleted. From May 2018 to May 2019, we will:

1. Confirm and review our Line of Business applications and map their associated business processes;
2. Discover, review and categorise all the unstructured data created, processed and stored. This includes (but may not be limited to) word processing files, spreadsheets, emails, PDF files, digital images, video files, audio files;
3. Review our Records Management and Data Retention policies and practices for both structured data in Line of Business applications and unstructured data to ensure that information is not: a. being retained longer than necessary; b. lost, misused, or accessed by unauthorized users;
4. Work in partnership with the responsible managers to cleanse both structured and unstructured data sources and ensure that processes and tools are in place to maintain in future.