

Retention Schedule

	Trigger	Retain for	Action	Reasoning
Regulatory				
Criminal enforcement case	Case Closed	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Inquiries resulting from s67 of DP Law 2017	Case Closed	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Inquiries conducted under s69 of DP Law, 2017	Case Closed	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Complaints & investigations lodged under previous data protection law	Case Closed	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Audit Reports	Case Closed	6 years	Destroy	Business need
Breach reports made in accordance with s42 of DP Law, 2017	Case Closed	6 years	Destroy	Based upon s10 of DP (General Provisions) (BoG) Regulations, 2017
Internal Regulatory Activities				
Policies, guidelines and research to guide internal decision making	Last Action	6 years	Review	Business need
Stakeholder Engagement				
Engagement with significant stakeholders <i>Includes States of Guernsey, large companies, industry bodies & international work</i>	Last Action	6 years	Review	Business Need
Engagement with other stakeholders	Last Action	3 years	Review	Business Need

Guidance for external use	Superseded	6 years	Review	Business Need
DPIAs	Last Action	6 years	Review	Business Need
Binding Corporate Rules	End of Contract	6 years	Review	Business Need
ODPA Consultations	Policy Publication	-	Destroy	No longer required
Corporate Governance				
Memorandum of Understanding	End of Understanding	6 years	Destroy	Business Need
GDPA Minutes				
Risk Management records	Superseded	3 years	Review	Business Need
Strategy information	Superseded	3 years	Review	Business Need
Policies	Superseded	3 years	Review	Business Need
Business Continuity	Superseded	3 years	Review	Business Need
Other corporate governance information	Last Action	3 years	Review	Business Need
Corporate Functions				
Health and Safety	Last Action	6 years	Review	Health & Safety at Work etc (Guernsey) Law, 1979
IT including information security	Last Action	6 years	Review	Business Need
Projects	Last Action	3 years	Review	Business Need
IT backups	Creation	30 days	Destroy	Business Need
Reception Sign-In Book	End of Year	1 year	Destroy	Business Need
Finance				

Financial Information	End of Financial Year	7 years	Destroy	Income Tax requirements
Payroll Records	End of Financial Year	7 years	Destroy	Income Tax requirements
Human Resources				
Employee Files and Personal Development Records	End of Employment	6 years	Destroy	Based on CIPD guidance
Disciplinary and Grievance, Examination and Testing, Accident and Ill Health	Last Action	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Job Descriptions and Terms & Conditions	Last Action	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Training Materials	Superseded	6 years	Destroy	Law Reform (Tort) (Guernsey) Law, 1979
Declarations of interest and conflicts	Superseded or End of Employment	6 years	Destroy	Based on CIPD guidance
Maternity, Paternity, Adoption and Sick Leave	End of Financial Year after return	3 years	Destroy	Business Need
Successful Recruitment Candidate Information	End of Employment	6 months	Destroy	Based on CIPD guidance
Unsuccessful Recruitment Candidate Information	Last Action	6 months	Destroy	Business Need
Staff Pension, Pay History and Termination Reasons	From Date of Birth	100 years	Destroy	
Third party emergency contact details provided by staff member	End of Employment	Immediate	Destroy	Business Need

Corporate Communications				
Press Releases	Last Action	6 years	Review	Business Need
Staff Events and Briefings, Public Engagement	Last Action	3 years	Review	Business Need
Event Delegate Lists	Last Action	1 year	Destroy	Business Need
Communications with journalists				
Legal				
Policy Legal and Legal Advice	Last Action	6 years	Review	Law Reform (Tort) (Guernsey) Law, 1979
Contracts	End of Contract	6 years	Review	Business Need
Unsuccessful tenders / RFPs	Last Action	1 year	Review	Business Need
Building Contracts and Leases	End of Contract	6 years	Review	Business Need