

Information retained	Area of the business	Trigger point	Retained for	Retention Action	Retention Source	Information Asset Owner
Market research reports	Communication and Marketing	Last action	6 years	Review	Business Need	Director
Projects	Communication and Marketing	Last action	6 years	Review	Business Need	Director
Webinar registration	Communication and Marketing	Webinar completed	1 month	Destroy	Business Need	Director
Policy advice	Legal	Last action	6 years	Review	Limitation Act	Director
Building contracts and leases	Legal	End of contract	12 years	Review	Limitation Act 1980	Director
Staff Mailboxes and Gmail	Internal communication	Creation	12 months	Destroy	Business Needs	Director
Physical correspondence	Internal communication	Once scanned into the system	6 months	Destroy	Business Need	Director
Internal email mailboxes	Internal communication	Creation	6 months	Destroy	Business Need	Director
Text messages	Internal communication	Creation		Destroy	Business Need	Director
Live chat transcriptions	Internal communication	Creation	2 years	Destroy	Business Need	Director
Anonymised survey data used for research	Research Data	Last action	As advised via research methods	Destroy	Business Need	Director
Explicit consent for research purposes	Research Data	Last action	As advised via research methods	Destroy	Business Need	Director
Templates, Procedures and team meetings	Organisational information	Last action	3 years	Review	Business Need	Director
Annually reviewed documents	Organisational information	Last action	3 years	Review	Business Need	Director
Internal audits	Organisational information	Creation		Destroy	Business Need	Director
Management information	Organisational information	Creation	6 years	Review	Business Need	Director

***\*our Recruitment and Colleague Privacy Policies will be provided separately as part of the recruitment process***