

Customer and Local Services Retention periods for information processed by the Affordable Housing Gateway Team			
Records	Retention Period	Action by Department	Action by Jersey Archive
Affordable Housing Gateway application forms and Supporting documents	Until scanned to information system All inactive data will be held on the CRM system for 10 years, after this date the data will be reviewed and deleted.	Destroy physical copy Review and delete inactive data after the retention period	None
Affordable Housing Gateway - Anonymised statistical data on performance	10 years	Transfer digital copy to Jersey Archive on a monthly basis	Archive