

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub - Affordable Housing Gateway Team**

Records	Retention Period	Action by Department	Action by Jersey Archive
Affordable Housing Gateway application forms	<p>Until scanned to information system</p> <p>All inactive data will be held on the CRM system for 10 years, after this date the data will be reviewed and deleted.</p>	<p>Destroy physical copy</p> <p>Review and delete inactive data after the retention period</p>	None
“Band 5” Assisted Ownership Scheme applications	<p>Once the transfer of data from the Affordable Housing Gateway to Andium Homes has been completed and the completeness and accuracy has been verified, all Assisted Ownership Scheme applications will be deleted from the CRM system within 90 days.</p>	<p>Housing Support Specialist Officer to delete Assisted Ownership Scheme application records from the CRM system within 90 days of successful transfer of data to Andium Homes</p>	None