

Customer and Local Services

Retention periods for information processed by the **Change and Projects Team – Spend Local**

Records	Retention Period	Action by Department	Action by Jersey Archive
CLS Analytics Database – Core Dataset (GoJ)	Information to be retained until all audit and customer enquiries have been resolved. The data will be retained for a maximum period of 5 years, however this will be assessed at the end of Oct 2022.	Delete the data.	None.
CLS Analytics Database – Statistics Dataset (GoJ)	Information to be retained until it has been transferred to Jersey Archive.	Transfer an anonymised data set to Jersey Archive.	Retain the data set as a historical record.
Spend Local SQL Database (GoJ)	Information to be retained until all audit and customer enquiries have been resolved. The data will be retained until the end of Oct 2022.	Delete the data.	None.
Master Administration Control Panel (PFS)	6 years.	Contact GoJ's PFS Account Manager and request that all data that's reached the retention period is deleted.	None.
Secure Database – (TRACE)	6 years	Contact GoJ's PFS Account Manager and request that all data that's reached the retention period is deleted.	None.
Secure Database – (Thames)	30 days	None.	None.
Online application data – (Granicus)	1 month	None.	None.
File Server (GoJ)	All data records will be retained until the end of the project and until all outstanding questions, issues and concerns have been satisfactorily resolved.	Copies of scheme data, and analysis shall be deleted from the File Server after all processing requirements are resolved.	None.

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	The data will be retained until the end of Oct 2022.		
Stimulus database (GoJ)	<p>All data records will be retained until the end of the project and until all outstanding questions, issues and concerns have been satisfactorily resolved.</p> <p>The data will be retained until the end of Oct 2022.</p>	All records within the database tables will be deleted after all processing requirements are resolved.	None.
Nessie replication (GoJ)	<p>All data records will be retained until the end of the project and until all outstanding questions, issues and concerns have been satisfactorily resolved.</p> <p>The data will be retained until the end of Oct 2022.</p>	All records within the database tables will be deleted after all processing requirements are resolved.	None.
Replicated DB (GoJ)	<p>All data records will be retained until the end of the project and until all outstanding questions, issues and concerns have been satisfactorily resolved.</p> <p>The data will be retained until the end of Oct 2022.</p>	All records within the database tables will be deleted after all processing requirements are resolved.	None.

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Spend Local [Live] spreadsheet	All data records will be retained until the end of the project and until all outstanding questions, issues and concerns have been satisfactorily resolved. The data will be retained until the end of Oct 2022.	At the end of the scheme any personal data held within the spreadsheet will be deleted.	None.