

Customer and Local Services (Social Security Department)

Retention periods for information processed by the **Governance** section

Records	Retention Period	Action by Department	Action by Jersey Archive
Registers			
List of Tribunal Members spreadsheet Register	Retain until superseded	Delete individual personal data from spreadsheet when leaves panel.	
Appeal case register	Personal data retained two years from date of conclusion of appeal process. Anonymised data retain indefinitely for stats purposes	Delete	
Training given to staff Register	Retain for 6 years from last date of training held on register	Delete	
Subject Access Requests Spreadsheet Register	Personal data retained one year from date response sent Anonymised data retain indefinitely for stats purposes	Delete	
Data Subject Rights Register	Personal data retained one year from date response sent Anonymised data retain indefinitely for stats purposes	Delete	
Quality Assurance outcomes register	5 years	Delete entry from register	
Incident reporting register	5 years	Delete entry from register	
Record of Gifts and hospitality Register	Current plus one years	Transfer to Jersey Archive	
Data Sharing Agreement register	Retain register indefinitely	Delete superseded DSA entries	
Freedom Of Information disclosure log spreadsheet Register	5 years	Delete	
Audit recommendation register	10 years after closure of action	Delete	
Record of Invoices Received/Paid Register	6 months	Delete	

Tribunal Actions Register	Personal data retained until status of action is close Anonymised data retain indefinitely for reference and stats purposes	Delete	
Risk Matrices	Snapshots Retain 5 years then delete	Delete	
Documents			
Guidelines produced by Governance for the department. Procedures. SSD internal policy documents. Data Sharing Agreements.	Retain until superseded	Transfer copies of new/significantly updated ones to Jersey Archive	Archive
Appeal Case Papers	Retain until decision received and No Further Action established.	Destroy	
Appeal case folders on information systems	Two years from date of conclusion of appeal process	Delete from information system	
Subject Access Request case folders on information systems	One year plus current year	Delete from information system	
Data Subject Case folders on information systems	One year plus current year	Delete from information system	
Handwritten digest of legal opinion	Retain until no longer referred to	Transfer to Jersey Archive	Archive
Freedom of Information administration/data/ correspondence/responses	5 years	Delete	
Audit reports	10 years	Transfer to Jersey Archive	Archive
Quality Assurance reviews reports	5 years	Review and Delete	
Incident reports	5 years	Review and Delete	
Tribunals member conduct statements on information systems	Delete once leaves panel	Delete when leaves panel ensuring any outstanding cases have been finalised	
Tribunal decisions from January 2011	Scanned to information systems* once received from Registrar	All other versions destroyed once scanned to information systems	
Hard Copies of old legislation	Retain until superseded or until benefit no longer exists	Transfer copies of annotated ones to Jersey Archive	Archive
Annual governance statement and Compliance return	5 years	Transfer to Jersey Archive	Archive

Quality Assurance Reviews Folder	Retain until all actions closed (including external audit) then delete.	Review and delete	
Data Protection training certificates (signed)	3 years	Delete	
Training documents	Retain until superseded		
Training – Presentations	Retain 5 years or until superseded	Destroy	
Information Officer meeting agendas and minutes	2 years	Delete	
Other			
Invoices	3 months after payment	Destroy	
Order Books	Retain in Governance until all completed then pass to Finance	Actions to be part of Finance retention Schedule	

* Data held indefinitely due to inability to delete from current information system