

Website Retention Policy

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| Document name | Website Retention Policy |
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| Author/Owner | Lucy Turner, Senior Communications Officer |
| Approved by | N/A |
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| Security classification | Official |

Key messages

The main objective of this policy is to provide:

- Clarity on the time periods we will keep items on our website.

Does this policy relate to me?

This policy applies to all ICO staff, particularly those that manage our website content.

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1. Retention Periods

- 1.1. We will keep items on our website for the following periods:
- 1.2. We remove webinars from the [events and webinars](#) page after six months.
- 1.3. We remove [e-newsletters](#) after 12 months. The oldest e-newsletter is removed each time the latest is added at the start of each month.
- 1.4. In line with our Assessment Notices Code of Practice, we remove [audits and advisory visits](#) after 12 months. We review them either at the end of each month, or when new items are added to the pages (which is usually every Friday). We keep outcome reports from audits and advisory visits on the site for five years.
- 1.5. We remove items relating to [enforcement action](#), including undertakings, enforcement notices monetary penalties, reprimands, practice recommendations and information notices after two years.
- 1.6. This also applies to [FOI regulatory action](#), and penalty notices issued for non-payment of the data protection fee.
- 1.7. There are number of different retention periods for information published about [prosecutions](#), depending on the type of prosecution and the information published.
- 1.8. No named individual: prosecution information that doesn't refer to individuals (that is, if only a company is named) is removed from the Prosecutions page after two years. We retain references to prosecutions in outputs such as news releases and annual reports etc. for the standard retention period of those items.
- 1.9. Named individual: If an individual is named and issued with a fine, we remove information referring to the individual after 12 months. In cases where an individual worked for or ran a company, their personal details (names, ages) are redacted after 12 months while the company name remains for two years.
- 1.10. [Media centre](#) items from the current year plus previous two years are available on the website, except news releases that refer to enforcement activities. References to enforcement activities are redacted in line with the relevant retention periods described above (see 2.4 and 2.5).

- 1.11. In accordance with our FOI Publication Scheme guidance, we retain the [annual report](#) for the current year plus those from the previous three years on the website.
- 1.12. [Papers and minutes](#) from meetings from the current year plus previous three years are retained.
- 1.13. We keep the [management board scoreboard](#) on the website from the current year plus previous three years.
- 1.14. We keep items related to [income and expenditure](#) from the current year plus previous three years.
- 1.15. We keep presentations on the site for six months.
- 1.16. We keep consultations – including our [previous consultations](#) and [those we've responded to](#) – for the current plus previous three years.
- 1.17. We keep our previous disclosures under FOI in our [disclosure log](#) for two years.
- 1.18. We keep [reports to us of nuisance calls and messages](#) for the current plus previous three years.
- 1.19. We keep [complaints to us relating to cookies](#) for the current plus previous three years.
- 1.20. We keep [data sets](#) which include information about the public concerns and organisations self-reported incidents for the current plus three years.

2. Version history

| Version | Changes made | Date | Made by |
|----------------|---|-------------|---|
| V3.2 | Redrafted: updated to include introduction of retention periods for Consultations, Presentations and our Disclosure log | 29/07/2014 | S Fox, Corporate Affairs Director. |
| V4.0 | Updated. | 20/06/2016 | Hannah Smith, Lead Communications Officer. |
| V5.0 | Full content review, moved to new corporate policy template. | 04/10/2022 | Hannah Smith, Senior Communications Officer. |
| V6.0 | Full content review, new items 1.17, 1.18 & 1.19 added to Section 1 Retention Periods. | 08/07/2024 | Katie Makepeace-Warne, Communications Officer |

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