

21 May 2025

Case reference: IC-383876-M0Y1

We are now in a position to respond to your information request of 29 April.

Request

"...the ICO has published its Microsoft Office 365 DPIA [dpia-microsoft-office-365-dec-2022-005.pdf]. I note there is ongoing work at page 15 where it states, "Work is ongoing to define and apply retention schedules throughout SharePoint Online". The DPIA appears to have been completed in December 2022, I wonder if you are now in a position to share an updated version of the DPIA and/or share the retention schedules (retention labelling) for SharePoint that have been put in place, please?"

We have handled your request for recorded information under the Freedom of Information Act 2000 (FOIA).

Our response

Please find enclosed the information within scope of your request. This is the current data protection impact assessment (DPIA) for Microsoft Office 365 and is dated 22 September 2023.

With regards to your question about retention labelling on page 15 of the December 2022 DPIA, which is available on our disclosure under [IC-248699-11F7](#), our work to implement retention labels in SharePoint Online is ongoing. We are currently in the final stages of migrating our records to SharePoint Online. Once this is concluded we will be moving to implement retention labels.

This concludes our response to your request. We hope you found this information helpful.

Next steps

You can ask us to review our response. Please let us know in writing if you want us to carry out a review. Please do so within 40 working days. You can read a copy of our full [review procedure](#) on our website.

If we perform a review but you are still dissatisfied, you can complain to the ICO as regulator of the FOIA. This complaint will be handled just like a complaint

made to the ICO about any other public authority. You can [raise a complaint](#) through our website.

Your information

Our [privacy notice](#) explains what we do with the personal data you provide to us, and sets out [your rights](#). Our [Retention and disposal policy](#) details how long we keep information.

Yours sincerely



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