

Website Retention Policy

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Key messages

The main objective of this policy is to provide:

- The 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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- 1.1. In line with MOJ guidelines on Publicising Sentencing Outcomes (2009), we will keep items on our website for the following periods.

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2. Retention Periods

- 2.1. We remove webinars from the events and webinars page after 6 months.
- 2.2. 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.
- 2.3. 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 5 years.
- 2.4. We remove undertakings, enforcement notices and monetary penalties after two years. We review them at the end of each month.
- 2.5. There are number of different retention periods for information published about prosecutions, depending on the type of prosecution and the information published.

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 2 years. We retain references to prosecutions in news releases, annual reports etc. for the standard retention period of those items.

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 2 years.

In cases where an individual is referenced solely by name on the website, all information related to the prosecution is removed after 12 months. If the individual receives a conditional discharge, we

remove information referring to the prosecution after the conditional discharge has been served.

If the individual receives an absolute discharge, we will not publish information about the prosecution.

- 2.6. News releases from the current year plus previous 2 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).
- 2.7. 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.
- 2.8. Papers and minutes from the current year plus previous 3 years are retained.
- 2.9. We keep presentations on the site for 6 months.
- 2.10. We keep consultations – including our previous consultations and those we've responded to – for the current plus previous three years.
- 2.11 We keep our previous disclosures under FOI in our disclosure log for two years.

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Feedback on this document

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Version history

Version	Changes made	Date	Made by
V3.2	Redrafted: updated to include introduction of retention periods for	29/07/2014	S Fox, Corporate Affairs Director.

	Consultations, Presentations and our Disclosure log		
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.

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