

**IC Information and Communication****IC1 Access to Information****IC1.1 Access to Information - Data Protection and Third Party Requests**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference numbers RL Version Control
IC1.1.1	Data Protection Notification		Date that the notification has been superseded + 1 year	SECURE DISPOSAL	N	OFFICIAL - General	

ITEM 6, APPENDIX C

IC1.1.2	Data subject access requests - principal copy whether held by individual units or IR&T team		Date request completed with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
---------	---	--	---	-----------------	---	---------------------	--

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference numbers RL Version Control
IC1.1.3	Data Protection Policies and Procedures held within individual units		Until superseded then one copy to be held as a record of former practice	Offer to Archives	N	OFFICIAL - General	
IC1.1.4	All paperwork relating to informal advice given about data protection matters		Current year + 1 year then review	SECURE DISPOSAL	N	OFFICIAL - General	

ITEM 6, APPENDIX C

IC1.1.5	Database containing all information relating to the logging, tracking and monitoring of subject access requests made under the Data Protection Act 2018		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
IC1.1.6	Information governance Team: Spreadsheet containing all information relating to the logging, tracking and monitoring of third party requests for personal data		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
IC1.1.7	Information Governance Team: All records relating to the responses to third party requests for personal data		Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
IC1.1.8	Information Governance Team: All records relating to Police Disclosures		Date disclosure completed + 6 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	

**IC1.2 Access to Information - Environmental Information Regulations**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference numbers RL Version Control
IC1.2.1	All records relating to responses to Environmental Information Regulations		Date request complied with + 3 years then review	Offer to Archives	N	OFFICIAL - General	
IC1.2.2	EIR Policies and Procedures held within individual units		Until superseded then one copy to be held as a record of former practice	Offer to Archives	N	OFFICIAL - General	
IC1.2.3	Disclosure log		Permanent		N	OFFICIAL - General	

**IC1.3 Access to Information - Freedom of Information**

**ITEM 6, APPENDIX C**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference Numbers RL Version Control
IC1.3.1	Publication Scheme/disclosure log		This is intended to be a dynamic document and each version will replace the next Permanent	SECURE DISPOSAL	N	OFFICIAL - General	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference numbers RL Version Control
IC1.3.2	All records relating to responses to freedom of information requests		Date request complied with + 3 years then review	Offer to Archives	N	OFFICIAL - General	

ITEM 6, APPENDIX C

IC1.3.3	Freedom of Information Policies and Procedures held within individual units		Until superseded then one copy to be held as a record of former practice	Offer to Archives	N	OFFICIAL - General	
IC1.3.4	Database containing all information relating to the logging, tracking and monitoring of requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004		Current year + 3 years then review	SECURE DISPOSAL		OFFICIAL - General	
IC1.3.5	Information governance Team: Quarterly Reports relating to the logging, tracking and monitoring of Freedom of Information requests		Current year + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
IC1.3.6	Information collected to comply with an individual's statutory rights of access to official and personal information under the Freedom of Information Act 2000,		Date of last contact + 3 years	SECURE DISPOSAL	Y	OFFICIAL - Personal	

	the Environmental Information Regulations 2004, GDPR or any other legislation, or to respond to your complaint, enquiry or comments						
--	---	--	--	--	--	--	--

**IC1.4 Access to Information - Enforcement**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes Previous reference numbers RL Version Control
IC1.4.1	Information Governance Team: All records relating to internal reviews of responses to requests for information made under the Freedom of Information Act 2000		Date request complied with + 5 years then annual review	SECURE DISPOSAL	Y	OFFICIAL - Personal	

**ITEM 6, APPENDIX C**

IC1.4.2	Information Governance Team: All records relating to complaints made about responses to requests for information made under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 2018		Current year + 5 years then annual review	SECURE DISPOSAL	Y	OFFICIAL - Personal	
---------	--	--	---	-----------------	---	---------------------	--