

# ICO Corporate Affairs policy

## Retention of materials on the website

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Updated by Hannah Smith, Lead Communications Officer 20/06/2016

V4

Amended 20/03/2015; amended 5/5/10 to include Assessment Notices reports; amended 24/12/10 to cover news releases about prosecutions/undertakings – in red; amended 12/7/2011 to show new review periods. Redrafted 29/07/2014.

V3.2 Updated to include introduction of retention periods for Consultations, Presentations and our Disclosure log

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

### Webinars

We remove webinars from the events and webinars page after 6 months.

### E-newsletters

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.

### Audits and advisory visits

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.

### Undertakings, enforcement notices and civil monetary penalties (CMPs)

We remove undertakings, enforcements notices and CMPs after two years. We review them at the end of each month.

### Prosecutions

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.

## News releases

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 'Undertakings and enforcement notices' and 'Prosecutions').

## Annual reports

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.

## Paper and minutes

Minutes from the current year plus previous 3 years are retained.

## Presentations

We keep presentations on the site for 6 months.

## Consultations

We keep consultations – including our previous consultations and those we've responded to – for the current plus previous three years.

## Disclosure log

We keep our previous disclosures under FOI in our disclosure log for two years.