







ICO Guidance on Storage Limitation

AT A GLANCE

-  You must not keep personal data for longer than you need it.
-  You need to think about – and be able to justify – how long you keep personal data. This will depend on your purposes for holding the data.
-  You need a policy setting standard retention periods wherever possible, to comply with documentation requirements.
-  You should also periodically review the data you hold, and erase or anonymise it when you no longer need it.
-  You must carefully consider any challenges to your retention of data. Individuals have a right to erasure if you no longer need the data.
-  You can keep personal data for longer if you are only keeping it for public interest archiving, scientific or historical research, or statistical purposes.

CHECKLIST

- We know what personal data we hold and why we need it.
- We have a policy with standard retention periods where possible, in line with documentation obligations.
- We carefully consider and can justify how long we keep personal data.
- We have appropriate processes in place to comply with individuals' requests for erasure under 'the right to be forgotten'.
- We regularly review our information and erase or anonymise personal data when we no longer need it.
- We clearly identify any personal data that we need to keep for public interest archiving, scientific or historical research, or statistical purposes.