Data Retention & Disposal Schedule
Updated 30.04.18 QCCC

Record type/category	Software System	Owner / Department	Retention period (UK law, regulation or guidance)	WGP Retention Period	Retention start	Retention justification (if not consistent with legislation/regulation/guidance)	Record medium	Secure disposal method
Mailing Files (non ABC)	Myriad	Subscriptions	n/a	6mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Mailing Files (ABC title)	Myriad	Subscriptions	n/a	2yrs	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Voucher Files	Myriad	Subscriptions	n/a	6mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Renewal data files	Myriad	Subscriptions	n/a	12mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Picking lists	Myriad	Subscriptions	n/a	3mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Welcome letter data	Myriad	Subscriptions	n/a	12mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Contact/Refund Letters	Myriad	Subscriptions	n/a	12mths	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
MI (Month end reports)	Myriad	Subscriptions	n/a	2 years	File creation	Retained for budget analysis	Server file	Deletion
Bespoke / Ad hoc data tasks	Myriad	Subscriptions	n/a	2 years	File creation	Retained for proof & reference, files created or imported	Server file	Deletion
Bespoke / Adhoc Eshots (third party)	MailChimp	Subscriptions	n/a	6-8mths	Mailer Sent	Cleaned as part of Apr/Sept cleanse points	MailChimp	Deletion
Original data file (third party)	Myriad	Subscriptions	7yrs for accountancy audit	7 years	Leaving Date	While an active client retained for reference	Server file	Deletion
Leavers data files (third party)	Myriad	Subscriptions	7yrs for accountancy audit	7 years	Leaving Date	Retained for proof of data provided	Server file	Deletion
Title bought or moved to WGP	Myriad	Subscriptions	7yrs for accountancy audit	7 years	Closure date	While an active title retained for reference	Server file	Deletion
Direct Debit files	Myriad	Subscriptions	7yrs for accountancy audit	7 years	File creation	Retained for reference/queries, deleted on rolling basis	Server file	Deletion
Customer Service Emails	Outlook	Subscriptions	n/a	6mths	Received	Retained for reference/queries, deleted on rolling basis	Email	Deletion
Order Confirmation Emails	Outlook	Subs/Exh	n/a	6-18mths	Received	Shows & writers courses longer timeframe than standard orders	Email	Deletion
Paper order forms (third party)	-	Subscriptions	n/a	7 years	Processed	Securely filed in subscriptions / account offices	Paper	Restore Data Shred
Paper data capture forms	-	Subscriptions	n/a	1 year	Processed	Securely filed in subscriptions offices	Paper	Restore Data Shred
Orders from third parties - Unique / Jellyfish / 3PM	Myriad	Subscriptions	n/a	1 year	Received	Order processed to Myriad on receipt, retained for proof and resolving queries	Server file	Deletion