

# Family Information Service (FIS)

## Data Retention Schedule



This schedule details the document type, what the information is used for, how it is stored and when the data is deleted/ anonymised.

### Data relating to Family Information Service records

This records retention schedule provides guidance on the retention of common records generated by the Family Information Service.

Documentation	What it is used for	How it is stored	Retention Period
Childcare Brokerage Requests	To support parent carers to find appropriate childcare provision to meet the need of their child.	Forms will be retained in a secure folder with restricted access.	3 years
The Link Newsletter subscription list	To send out newsletter by email.	A list of subscribers held on a spreadsheet on the councils hard drive with restricted access.	Whilst subscription is current. Emails address is immediately removed when the user unsubscribes.
Short Breaks Applications	To process applications and check for eligibility.	Electronic forms will be stored on our secure web system. Email notifications will be stored in the relevant email folder with restricted access.	6 years

### Other data collected

Any other ad hoc information collected will be stored in line with Trafford's policy for the duration it is required. It will then be disposed of or anonymised.