

# Trafford Directory 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 Trafford Directory records

This records retention schedule provides guidance on the retention of common records generated by Trafford Directory.

Documentation	What it is used for	How it is stored	Retention Period
<b>Registered Users</b>	Records of users who have registered with the site. Verified users are those who have responded to the user verification email generated during the registration process. Verification code is valid for 4 hours after it is generated.	In a secure database with access restricted to key users.	<b>6 years</b> (verified users) <b>3 months</b> (unverified)
<b>Pre-Registered Users</b>	Records created for new Care Schemes once their OFSTED status is confirmed.	In a secure database with access restricted to key users.	<b>6 years</b>
<b>Trash Folder</b>	Records that have been deleted from the live site reside in the Trash folder. There is no automated system for permanently deleting these records.	In a secure database with access restricted to key users.	<b>3 months</b> Folder to be cleared quarterly (1 <sup>st</sup> of the month)
<b>Expired Folder</b>	Records that were assigned an expiry date are moved to the expired folder on the given date. There is no automated system for permanently deleting these records.	In a secure database with access restricted to key users.	<b>3 months</b> Folder to be cleared quarterly (1 <sup>st</sup> of the month)

<b>Archive Folder</b>	<p>If a record is no longer current but is considered to have operational, informational or evidential value it should be moved to the Archive folder.</p> <p>If a <b>Carescheme</b> record is to be deleted it should not be sent to the Trash or Expired folder. The record should be moved to the Archive folder in the first instance and retained for 2 years.</p>	In a secure database with access restricted to key users.	<p><b>2 years</b></p> <p><b>2 years</b></p>
<b>Ofsted</b>	Records documenting Care Schemes that have registered with OFSTED. They will have been issued with a URN number by OFSTED.	In a secure database with access restricted to key users.	Any records that are no longer live should be moved to Archive and retained for <b>6 years</b> (Do not move any of these records to Trash folder)

### 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.