| Information Asset | Information Owner Asset | Retention | Trigger for Disposal |
| --- | --- | --- | --- |
| Email (including sent items) | Head of organisation | Annual review period every January, any remaining live data untouched until following review period. | End of retention period |
| Contact details held on mobile devices | Head of organisation | All entries to be deleted prior to decommissioning of mobile device or reissue of device | End of retention period |
| Recordings | Head of organisation | 5 years or earlier if consent is withdrawn | End of retention period |
| Images taken | Head of organisation | 5 years or earlier if consent is withdrawn | End of retention period |
| Promotional materials | Head of organisation | Until superseded – Consent to be rechecked prior to reissue | End of retention period |
| Paper Diaries | Head of organisation | 3 months from the period in which its use ends. | End of retention period |
| Policies | Head of organisation | Until new policy has been put into place | End of retention period |
| Client records including session notes, initial consultation notes and client overview form | Head of organisation | In accordance with CNHC regulation, 8 years after final treatment session has ended. Child records should be held until after 25th birthday, or 26th birthday if aged 17 when treatment ends. | End of retention period |
| Safeguarding records | Head of organisation | In accordance with the current organisations insurance policy, 5 years after final treatment session has ended, unless superseded by new insurance policy. | End of retention period |
| Sat Nav records | Head of organisation | All entries to be deleted prior to decommissioning of mobile device or reissue of device | End of retention period |
| Waiting lists | Head of organisation | Annual review period every January, old waiting list destroyed, and new waiting list developed with any remaining live data transferred to new live document. | End of retention period |
| Continual Professional Development Records | Head of organisation | To be retained when worker is in service and until 8 years afterwards. | End of retention period |
| Worker supervision records | Head of organisation and workers supervisor | To be retained when worker is in service and until 8 years afterwards. | End of retention period |
| Service evaluation records | Head of organisation | Transfer to anonymised data within 6 months of collection. | End of retention period |
| Tax returns | Head of organisation | 6 years from the end of the financial period to which they pertain to. | End of retention period |
| Incident/Accident reports | Head of organisation | 40 years from date report was closed | End of retention period |
| Insurance policies | Head of organisation | 40 years from date policy ended. | End of retention period |
| Complaints | Head of organisation | 2 years from complaint being resolved | End of retention period |
| Right to Erasure Request | Head of Organisation | 8 years from request being submitted and completed. | End of retention period |
| Subject Access Request | Head of organisation | 8 years alongside session notes, or plus 2 years from case closure if request is made after 6 years of storing data. | End of retention period |