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## **10.16 Data Retention**

### **Policy statement**

The Data Protection Act **2018** (DPA 2018), and the 2018 General Data Protection Regulation (GDPR) states that businesses must not keep personal data longer than necessary.

- We follow the guidelines in the Children's Links Retention Document, and dispose of records accordingly.
- We may also dispose of records not covered on the retention document.
- We keep what is of business value or a legal requirement.
- We review and update our Statutory Requirements and Recommendation list yearly.
- This is carried out and reviewed yearly periods by our staff/Manager.
- All documents are disposed of by shredding.
- Please see attached a copy of the Retention Period for Records