



NORTH HERTFORDSHIRE DISTRICT COUNCIL

Retention Schedule – Regulatory Services

Environmental Protection Housing

December 2023

Document Control

Retention schedule

Organisation	North Hertfordshire District Council
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Document approvals

This document requires the following approvals:

Sponsor approval	Name	Date
	Jo Doggett	2023

Document distribution

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Introduction

The Council's Approach to Data Management

In response to the requirements of the General Data Protection Regulations in particular

Principle (e) storage limitation: 'You must not keep personal data for longer than you need it. You need to think about and be able to justify how long you keep personal data. This will depend on your purposes for holding the data. You need a policy setting standard retention periods wherever possible, to comply with documentation requirements. You should also periodically review the data you hold, and erase or anonymise it when you no longer need the data. You can keep personal data for longer if you are only keeping it for public interest archiving, scientific or historical research or statistical purposes.

This Retention Schedule provides a generic guidance on when data should be deleted once it is no longer in use.

The Retention Schedule is regularly reviewed considering new guidance and best practice. Revisions may also be prompted by changes in legislation, formal guidance, and relevant case law.

Further information on the Data Protection Act 2018 and associated legislation, the Freedom of Information Act 2000 and Environmental Information Regulations 2004 can be found on the Information Commissioner's Office (ICO).

<https://ico.org.uk/>

The IT Department's Information Management Team has been charged with managing the Council's approach to Data Protection, Data Quality Issues, Data Sharing Agreements and Data Retention. The Information Management Team will review and manage the data retention practices within the authority and provide guidance on the legislative provisions that have a bearing on this work.

The introduction of the Data Protection Act 2018 brought about a fundamental shift in how local authorities, et al approach the acquisition, storage, use and deletion of data, particularly when it contains personal information. This change in culture, from one that resulted in the hoarding of data to one that views data as both an asset and a potential liability, continues as local authorities face competing pressures as regards their duties under Data Protection legislation and those associated with freedom of information and or Environmental Information Regulation legislation.

Responsibilities of all officers

The appropriate management of personal data is a responsibility of all employees of North Hertfordshire District Council. Accordingly, all Officers of the Directorate environmental health and housing should take reasonable steps to ensure that personal and sensitive data is managed regarding the principles of the Data Protection Act 2018 and the content of this Policy. Any breaches of this document should be reported to the Directorate environmental health and the Data Protection Officer.

Jo Dufficy – Data Controller - DataController@north-herts.gov.uk

Geraldine Goodwin – Data Protection Officer – dpo@north-herts.gov.uk

Review of this document

This policy will be reviewed on a regular basis to ensure that it reflects best practice. Revisions may also be prompted by changes in legislation, formal guidance, and relevant case law.

Any operational problems experience in connection with the implementation of this policy should be direct to the Directorate environmental health and housing so that remedial options can be identified in a timely fashion.

Environmental Health

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Inspections	Programmed food safety inspections, health and safety inspections, HMO inspections	Yes	Destroy 6 years after case closed unless there is subsequent correspondence	Food Law Code of Practice	Service Director - Housing and Environmental health
Samples	Food related sample records	No	Destroy after 6 years	Food Law Code of Practice	Service Director - Housing and Environmental health
Water samples	Water sample records	No	Destroy after 30 years	Legislative requirement	Service Director - Housing and Environmental health
Accident records	Accident reports	Yes	Destroy after 6 years after completed date		Service Director - Housing and Environmental health
Service requests	Complainant details, alleged perpetrator details	Yes	Destroy after 6 years after completed date Physical items gathered as a result of welfare burial service requests destroy after 24 months	Operational efficiency Operational efficiency	Service Director - Housing and Environmental health
Food poisoning and infectious disease cases	Personal details of affected parties including medical details	Yes	Destroy after 6 years	Operational efficiency	Service Director - Regulatory

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Planning	Planning consultations	No	Destroy 10 years after case closed	Operational efficiency	Service Director - Housing and Environmental health
Grants	Renovation grants, renovation loans, Home Repair Assistance Grants, Disabled Facility Grants	Yes	Reclaimable DFGs – destroy 10 years after completed, subject to retention period per grant. Other grants – destroy 6 years after completed, subject to retention period per grant.	Operational efficiency	Service Director - Housing and Environmental health
Licensing	Environmental permits records	Yes	Environmental permits – destroy 6 years after closure date	Operational efficiency	Service Director - Housing and Environmental health
Licensing	House in multiple occupation (HMO) records	Yes	HMO records – destroy 6 years after closure date	Operational efficiency	Service Director - Housing and Environmental health
Licensing	Skin piercing registration	Yes	Destroy 6 years after closure date	Operational efficiency	Service Director - Regulatory
Premises	Premises records are generally a collection of data held in other modules but in some cases premises may be the primary	Yes	Destroy 6 years after closure date unless associated with PWS or Grants	Operation efficiency	Service Director - Housing and Environmental health

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
	location that data is held				
Contacts			Deleted whenever there are no linked records	Operation practicability	Service Director - Housing and Environmental health
Prosecution Evidence	All gathered information linked to prosecution	Yes	Need to confirm maximum period permissible to submit an appeal.	TBC, but I believe this is 3 years post-verdict, except for minors as victims who have (I believe) 3 years upon reaching 18 years of age	Service Director - Housing and Environmental health

Housing:

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Records relating to the prevention or relief of homelessness and the determination of homelessness applications	Case notes Electronic records	Yes	Destroy 6 years following closure of homelessness application	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
The process of providing housing advice	Case notes Electronic records	Yes	Destroy 6 years following closure of case	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
Records relating to the registration and rehousing of applicants	Council housing register application Nomination records Electronic records	Yes	Destroy 6 years following closure of application	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
Records relating to the use of the deposit guarantee scheme	Household details Financial information	Yes	Delete 6 years after end of tenancy	Efficient service delivery via access to records of	Service Director - Housing and Environmental health

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
				recent dealings	
Records relating to the use of the cash incentive scheme	Household details Financial information	Yes	Delete 6 years after the removal of the councils charge on the property	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
Records relating to placements in the private rented sector	Household details Financial information	Yes	Destroy after 6 years from date of closure of case	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
Decisions on 'Help to Buy' applications and consideration of s106 eligibility certificates	Household details	Yes	Destroy after 6 years from date of closure of case	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health
Processes relating to the rehousing of Syrian refugees	Household details	Yes	Destroy 6 years from closure of application	Efficient service delivery via access to records of recent dealings	Service Director - Housing and Environmental health

Economic Development:

Activity	Examples of documents	Personal data included	Retention period	Rationale for retention period	Responsible officer
Economic Development	Action plans and outputs	No	Retention of records for so long as they relate to the time of the current and / or emerging economic development strategy	Best practice	Service Director - Housing and Environmental health