

## Corporate information retention and disposal schedule

Our corporate information retention and disposal schedule sets out the retention arrangements for the different types of documents we hold. We don't set out the specific and detailed retention and disposal arrangements for individual documents. We create new documents every day, and it would be impossible for a single retention schedule to encompass all of these. But each document we create will fall into one of the categories listed in the schedule.

Records received from other organisations will be kept for the same period of time as other records within the same record category.

The corporate retention schedule is a living document that we regularly revise and update.

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**Retention schedule format**

Table headers	Definition of content
<b>Record Type / Description</b>	<p>Identifies the records held.</p> <p>The records held may include information and records received from other organisations. Information and records received from other organisations will be kept for the same retention period as other records in the same record type.</p>
<b>Record Format</b>	<p>The format of records is typically, but not limited to, either Electronic (<b>E</b>) or Paper (<b>P</b>). Some records will have multiple entries as there may be separate rules for retention of the same type of record in different formats.</p>
<b>Rationale for Retention</b>	<p>This column details the reasons for the retention of the documents. It is used to state why we are retaining the document and if the retention relates to other records.</p>
<b>Type of Retention</b>	<p>This is a summary column which gives an indication at a glance of the reason for retention. E.g. For business need, as evidence, for corporate memory, or legislative reasons.</p>
<b>Retention Period - Years</b>	<p>Listed here is the retention period for the record. If applicable, specifics for the retention of a document are also listed here. E.g. "2 years from last correspondence. Retain a summary record of transaction and a schedule of documents disclosed."</p>
<b>Disposal</b>	<p>This column is used to explain what will happen to the record at the end of its retention period.</p>
<b>Personal Data</b>	<p>Personal data is any information that relates to an identified or identifiable living individual. Different pieces of information, which collected together can lead to the identification of a particular person, also constitute personal data.</p>

## Records common to all directorates

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Retention Period - Years	Disposal	This Record Contains Personal Data and/or Special Categories of Data (Please Identify if Yes)
<b>Administration</b>						
General office administrative documents, for example notes and diaries	E	Business need / corporate memory	Business need	3	Destroy	Yes – Personal Data
General office administrative documents, for example notes and diaries	P	Business need / corporate memory	Business need	Short term retention: Destroyed as reasonably practicable after no longer needed	Destroy	Yes – Personal Data
Administrative and business documents to support executive teams	E	Business need / corporate memory	Business need	3	Destroy	Yes – Personal Data
<b>General correspondence</b>						
General correspondence unrelated to FtP cases, registration matters, regulatory matters, formal complaints or enquiries or ICO correspondence. Examples would include arranging meetings, correspondence regarding day to day running of the organisation and responding to queries.	E	Business need / corporate memory	Business need	3	Destroy	Yes – Personal Data

<b>Emails</b>						
Email distribution lists	E	Used for internal communications.  Segmented lists are used to ensure that staff receive communications that are relevant to them.	Business need	Until superseded	Destroy	Yes – Personal Data
Non FtP emails	E	Business need / corporate memory  Limitation Act 1980  Some emails relating to Fitness to Practise and registrations cases are also saved in the case files and are subject to the retention period for case records.  Outlook accounts of former employees are maintained for up to 30 days from their leaving date and are then deleted. The email data remains in the email archive.	Business need  Legal requirement	7 years  (6 months in Outlook, 7 years in email archive)	Destroy	Yes – Personal Data and Special Categories of Data
<b>Meetings</b>						
Agendas and briefing papers and minutes meetings  (Excluding formal committee meetings)	E	Record of activity and decisions made  Business need / corporate memory	Business need	7	Destroy	Yes – Personal Data
Agendas and briefing papers and minutes meetings  (Excluding formal committee meetings)	P	Record of activity and decisions made  Business need / corporate memory	Business need	Short term retention:  Destroyed as reasonably practicable after no longer needed	Destroy	Yes – Personal Data

Agendas, minutes and documentation of formal meetings of the NMC Council and committees	E	Record of activity and decisions made Business need / corporate memory Historical record	Business need Historical record	Permanent	Transfer to National Archives for long term preservation.	Yes – Personal data
Agendas, minutes and documentation of formal meetings of the NMC Council and committees	P	Record of activity and decisions made Business need / corporate memory	Business need	Short term retention (electronic copies kept permanently).  Destroyed as reasonably practicable after no longer needed	Destroy	Yes – Personal Data
<b>Presentations (internal)</b>						
Presentations	E	Corporate memory	Business Need	3	Destroy	No
<b>Training records (in addition to the training records held by the Learning and Development team )</b>						
Training material and records	E	Corporate memory	Business need	3	Destroy	Yes – Personal Data
<b>Human resources information</b>						
HR information held locally by departments (e.g. copies of draft and final appraisals, staff induction and training, performance management records)	E	For the purposes of local employment management	Business need	2 (longer term records kept by Human Resources records)	Destroy	Yes – Personal Data and Special Categories of Data
Organisation Charts	E	Corporate memory	Business need	7	Destroy	No

<b>Stakeholder management / customer service</b>						
Contact details for stakeholders /customers	E	To make contact with stakeholders and customers who have already had contact with us.  Business need / corporate memory	Business Need	7	Destroy	Yes – Personal Data
Correspondence with stakeholders and customers	E	Business need / corporate memory	Business Need	7	Destroy	Yes – Personal Data
<b>Contracts and supplier management</b>						
Contracts and correspondence with suppliers. Records of supplier meetings.	E	Business need / corporate memory.  Limitation Act 1980	Business Need  Legal requirement	7 (after end of contract)	Destroy	Yes – Personal Data

# Professional Regulation Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	Record Contains Personal Data and/or Special Categories of Data? (Please Identify if Yes)
<b>Fitness to Practise</b>							
<b>Case Management</b>							
Fitness to Practise investigation and case records, including evidence relating to cases – Electronic Format	E	<p>Legal obligation to investigate and take action in relation to individuals whose integrity or ability to provide safe care may be compromised, so that the public can have confidence in the quality and standards of care provided by nurses, midwives and nursing associates.</p> <p>Legal obligation to admit evidence to hearings.</p> <p>Legal obligation to reconsider Fitness to Practise decisions where concerns are raised about a decision or where new information emerges about a case.</p>	Legal requirement	Assistant Director, Professional Regulation	<p>70 years</p> <p>Case evidence on portable media kept for one year after case closure; copies of electronic evidence (on network) retained for 70 years</p>	Destroy	Yes – Personal Data and Special Categories of Data



		<p>Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register</p> <p>Legal obligation to provide information to public inquiries and regulators.</p>					
Fitness to Practise case records – Paper Format	P	Paper copies kept to allow time for referrer to come back after case has been closed if they have further evidence without having to resend paper documents already provided.	Legal requirement	Assistant Director, Professional Regulation	1 from closure of case	Destroy	Yes – Personal Data and Special Categories of Data
Voluntary removal from the register – Electronic Format	E	Reasons for record retention are the same as those for other Fitness to Practise case records.	Legal requirement	Assistant Director, Professional Regulation	70 years from receipt or creation of records	Destroy	Yes – Personal Data and Special Categories of Data
Voluntary removal from the register – Paper Format	P	As above	Legal requirement	Assistant Director, Professional Regulation	1 year from closure of case	Destroy	Yes – Personal Data and Special Categories of Data
Restoration to the Register: Fitness to Practise part of the process only – Electronic Format	E	<p>Reasons for record retention are the same as those for other Fitness to Practise case records.</p> <p>Required in case there are further allegations after restoration or if restoration application is unsuccessful.</p>	Legal requirement	Assistant Director, Professional Regulation	70 years from receipt or creation of records	Destroy	Yes – Personal Data and Special Categories of Data

Restoration to the Register: FtP part of the process only – Paper Format	P	As above	Legal requirement	Assistant Director, Professional Regulation	1 year from closure of case	Destroy	Yes – Personal Data and Special Categories of Data
Digital audio recordings of Fitness to Practise hearings and 'logger' records of virtual events	E	Reasons for record retention are the same as those for other Fitness to Practise case records	Legal requirement	Assistant Director, Professional Regulation	70 years from receipt or creation of records	Destroy	Yes – Personal Data and Special Categories of Data
FtP Hearing Transcript (created by video conference system)	E	Reasons for retention are the same as for other Fitness to Practice records	Legal requirement	Assistant Director, Professional Regulation	7 years from end of hearing	Destroy	Yes – Personal Data and Special Categories of Data
<b>Meeting minutes</b>							
Transcripts and minutes of FtP Committees: PPC, PCC, HC, CCC and IC (held separately from the case file) 2002-2011	E	Business need / corporate memory  Historical record	Business need  Historical record	Assistant Director, Professional Regulation	Permanent	Review for transfer to The National Archives	Yes – Personal Data and Special Categories of Data
Minutes (and marked up agendas where minutes are missing) of PPC PCC and HC of UKCC - up to March 2002 – Paper Format	P	Historical record  Legal requirement: Legal obligation to provide information to public inquiries.	Historical record  Legal requirement	Assistant Director, Professional Regulation	Permanent	Held by The National Archives	Yes – Personal Data and Special Categories of Data

		These records are periodically recalled from The National Archives if someone who was removed under the UKCC is applying for restoration, or if further allegations are received.					
<b>Hearings support</b>							
Requests for transcripts	E	Transparency of process, for evidence and audit purposes  Business need / corporate memory	Business need	Assistant Director, Professional Regulation	7	Destroy	Yes – Personal Data and Special Categories of Data
Shorthand writers and legal assessor bookings	E	For audit and contractual purposes  Business need	Business need	Assistant Director, Professional Regulation	7	Destroy	Yes – Personal Data
<b>Panellists</b>							
Panellists and chairs recruitment and initial training	E	Business need / corporate memory	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data
Panellists and chairs continuing development	E	Business need / corporate memory	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data
Panellists and chairs appraisal reports, post appraisal forms and documents and correspondence	E	Business need / corporate memory	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data
Panellists and chairs pre-appraisal forms and documents	E	Business need / corporate memory	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data

Decision review group records	E	Outcomes applied as lessons learned and incorporated into training  Business need / corporate memory	Business need	Assistant Director, Professional Regulation	6 years after that DRG meeting	Destroy	Yes – Personal Data
Panel member personnel records	E	Business need / corporate memory.	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data and Special Categories of Data
Database with summary of panellists details and period of appointment	E	Provides a history of panellist's terms of appointment. May be needed when reviewing cases  Business need/corporate memory	Business need	Assistant Director, Professional Regulation	6 years after the end of the panel members second 4 year term	Destroy	Yes – Personal Data and Special Categories of Data
Panel allocation plans for hearings/meetings	E	A spreadsheet which provides a plan for each listed hearing/meeting, the panel members allocated to them and the sites.  Business need / corporate memory	Business need	Assistant Director, Professional Regulation	1 year after last hearing/meeting in plan	Destroy	Yes – Personal Data
<b>Public Support Services</b>							
Public Support Service records	E	For witness support and referral.  Referral of witnesses to other agencies	Business need	Assistant Director, Professional Regulation	70 years from receipt or creation of records as contains case evidence	Destroy	Yes – Personal Data

<b>Counter Fraud Investigations</b>							
Papers relating to fraud cases - 2007	E	<p>Legal requirement to provide evidence to public inquiries or regulators.</p> <p>Investigations complete. Outcomes either false and individuals on registration database or appropriate actions taken.</p> <p>Business need/corporate memory</p>	<p>Business need</p> <p>Legal requirement</p>	Assistant Director, Professional Regulation	70 years from date documents first received or created	Destroy	Yes – Personal Data
<b>Registrations</b>							
<p>Registration records of nurses, midwives and nursing associates, including records relating to registration applications, renewal and revalidation.</p> <p>Includes records of UKCC and GNC.(NMC's predecessor organisations)</p>	E and P	<p>To keep a record of nurses, midwives and nursing associate during and after their period of registration.</p> <p>Legal obligation to maintain a register of those professionals who can practise in the UK (England for nursing associates)</p> <p>Legal obligation to maintain a record of an individual's registration in case the individual wishes to return to the register (no time limit for readmission to the register).</p>	<p>Legal requirement</p> <p>Historical reference</p>	Assistant Director, Registration and Revalidation	<p>70 years from date of registration.</p> <p>A basic registration record is kept permanently for the purpose of historical research.</p>	<p>Destroy</p> <p>Transfer basic registration record to the National Archives for long term preservation.</p> <p>Copies of GNC registration registers also kept at 23 PP</p>	Yes – Personal Data and Special Categories of Data

		<p>Legal obligation to supply information on request to Inquiries and other regulators (this requirement might also include the need to supply information about deceased registrants if that information is relevant evidence).</p> <p>For historical research and archiving in the public interest - to enable future research about the history of the professions we regulate and the career history of specific individuals.</p>					
<b>Revalidation and Renewal of Registration</b>							
Revalidation Audit and Verifications	E	<p>Provides background for future revalidation work</p> <p>Legal obligations as above</p> <p>Business need/corporate memory</p>	<p>Business need</p> <p>Legal requirement</p>	Assistant Director, Registration and Revalidation	<p>70 Years from date of registration.</p> <p>Attachment retrievable via Mimecast email archive for 7 years</p>	Destroy	Yes – Personal Data
<b>UK Registrations</b>							
Paper registration documents which are scanned to registration system – UK Registrations.	P	<p>Legal requirements as above.</p> <p>The scanned images of the documents are kept as part of the individual's registration record. The original paper documents are destroyed after 3 months</p>	Legal requirement	Assistant Director, Registration and Revalidation	3 months	Destroy	Yes – Personal Data and Special Categories of Data

Data relating to student nurses, midwives and nursing associates - transferred from higher education institutions.	E	Legal obligations as above  Part of the registration record.	Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration.	Destroy	Yes – Personal Data and Special Categories of Data
Transfer of data from local Supervising authorities - This no long accruing since April 2017 as a result of the Section 60 changes.	E	Legal obligations as above	Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration.	Destroy	Yes – Personal Data and Special Categories of Data
New qualifications – recordable qualifications correspondence	E	Legal obligations as above  Part of the registration record	Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration	Destroy	Yes – Personal Data
<b>International Assessment</b>							
International Registration Administration Database	E	Legal obligation to maintain a register of those professionals who can practise in the UK (England for nursing associates).  Legal obligation to maintain a record of an individual's registration in case the individual wishes to return to the register (no time limit for readmission to the register).	Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data

		Legal obligation to provide information to public inquiries and regulators.					
Registration documents received which are scanned into the registration system– overseas and EU	P	Legal obligations as above.  The scanned images of these documents are held on the registration system as part of the registration record.	Legal requirement	Assistant Director, Registration and Revalidation	6 months	Destroy	Yes – Personal Data and Special Categories of Data
EU Article 10 Assessments	E and P	Legal obligations as above.  Decisions valid for two years from issue of letter. Successful applicants information kept on registration record	Legal requirement	Assistant Director, Registration and Revalidation	2 Years for unsuccessful applicants	Destroy	Yes – Personal Data
Overseas registration review – reports	E	Business need/corporate memory  Legal obligation to provide information to public inquiries and our regulator about current or previous cases.	Business need  Legal requirement	Assistant Director, Registration and Revalidation	70 years from the date the document was created	Destroy	Yes – Personal Data
<b>Registration and Appeal Support Team (RAST)</b>							
Documents relating to applications requiring a Registrar decision. For example, UKIM reports, employer references, PNC reports, DNA reports, GP reports and general correspondence.	E	Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register based on the maximum likely career of a registrant  Legal obligation to provide information to public inquiries and regulator.	Legal requirement	Assistant Director, Registration and Revalidation	70 Years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data



Documents relating to applications requiring a Registrar decision. For example, UKIM reports, employer references, PNC's, DNA reports, GP reports and general correspondence.	P	As Above  Business need/corporate memory  Hard copies of ARAG reports kept for 3 months (in case of appeals or reapplications). Reports are then scanned into IT system and hard copies are disposed of.	Business need	Assistant Director, Registration and Revalidation	3 months	Destroy	Yes – Personal Data and Special Categories of Data
Minutes and papers of the Registrar's Advisory Group	E	Document records decisions and rationale.  Business need/corporate memory  Legal obligation to provide information to public inquiries and our regulator.	Business need  Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data
Registration appeals case files. Documents can include UKIM reports, employer references, PNC's, DNA reports, GP reports and general correspondence.	E	Business need/corporate memory  Full case history of the Registrant concerned may need to be provided for FtP  Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register.  Legal obligation to provide information to public inquiries and our regulator.	Business need  Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data

Registration appeals case files. Documents can include UKIM reports, employer references, PNC's, DNA reports, GP reports and general correspondence.	P	As above  Paper copies kept in case the applicant appeals further.	Business need	Assistant Director, Registration and Revalidation	3 months	Destroy	Yes – Personal Data and Special Categories of Data
Registration appeals - Panel appeal determinations	E	Business need/corporate memory  Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register.  Legal obligation to provide information to public inquiries and our regulator.	Business need  Legal requirement	Assistant Director, Registration and Revalidation	70 years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data
Litigation documents – County Court appeals and Court of Appeal cases	E	Business need/corporate memory  In case of further appeals or reapplication.  Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register based on the maximum likely career of a registrant  Legal obligation to provide information to public inquiries and our regulator.	Business need  Legal requirement	Assistant Director, Registration and Revalidation	70 years from date documents were created or received	Destroy	Yes – Personal Data and Special Categories of Data

<p>Litigation documents – County Court appeals and Court of Appeal cases.</p>	<p>P</p>	<p>Business need/corporate memory</p> <p>In case of further appeals or reapplication.</p>	<p>Business need</p>	<p>Assistant Director, Registration and Revalidation</p>	<p>6 months post appeal</p>	<p>Destroy</p>	<p>Yes – Personal Data and Special Categories of Data</p>
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# Communications and Engagement Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	Record Contains Personal Data and/or Special Categories of Data? (Please Identify if Yes)
<b>Communication</b>							
<b>Events Management</b>							
Events details, administration, feedback and evaluation	E	Business need/corporate memory  To allow for further stakeholder engagement and to keep a record of the events we have run and attendees at each event. To evaluate and then inform future events	Business need	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal Data
<b>External NMC Consultations</b>							
NMC consultation analysis, qualitative and quantitative data and QA sampling	E & P	Business need/corporate memory  Provides background for comparison with future consultations	Business Need  Legal requirement	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal Data
Market research and surveys	E	Business need/corporate memory  Background for comparison for future research and Surveys	Business Need	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal Data

Marketing							
Photo library	E	Business need/corporate memory For marketing purposes	Business Need	Assistant Director for Corporate Communications	Permanent	Retain NMC Archive	Yes – Personal Data
Video library	E	Business need/corporate memory For marketing purposes	Business need	Assistant Director for Corporate Communications	Permanent	Retain NMC Archive	Yes – Personal Data
Newsletters	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	Permanent	Retain NMC Archive	Yes – Personal Data
Website and social media							
Subscription list to newsletters. These lists are held in our mass email platform	E	Business need/corporate memory To maintain list of subscribers with consent	Business Need	Assistant Director for Corporate Communications	Until unsubscribed	Destroy	Yes – Personal Data
Registrant data email lists - These lists are held in our mass email platform	E	Business need/corporate memory To send mass communication emails to registrants and previous registrants and to be able to contact people who recently left the Register if needed so they can be added back to the account if they rejoin the Register. Kept inactive in the system	Business need	Assistant Director for Corporate Communications	5 Years	Destroy	Yes – Personal data

Stakeholder data email lists - These lists are held in our mass email platform	E	Business need/corporate memory  To send mass communication emails to stakeholders – to keep a record of communications with stakeholders.	Business need	Assistant Director for Corporate Communications	3 years	Destroy	Yes – Personal data
Stakeholder lists stored in webinar system	E	Business need/corporate memory  To host webinars - to keep a record of attendees to our webinars	Business need	Assistant Director for Corporate Communications	3 years	Destroy	Yes – Personal data
Social media posts – stored in our social media monitoring tool	E	Business need/corporate memory  For social media monitoring purposes - Auto deleted on a 30 day rolling basis	Business need	Assistant Director for Corporate Communications	30 days	Destroy	Yes – Personal data
Biographies	E	Business need/corporate memory  To provide the public information about our executive team.	Business need	Assistant Director for Corporate Communications	Until superseded	Destroy	Yes – Personal Data

<b>Media Relations</b>							
Press releases	E	Business need/corporate memory  Corporate memory and to support the objects of our strategy. We hold on to public record online our key milestones in promoting confidence in our regulatory work. For transparency purposes.	Business Need	Assistant Director for Corporate Communications	Permanent	Retain NMC Archive	No
News articles (written by NMC for publication)	E	Business need/corporate memory and to support the objects of our strategy. We hold public record online of our key milestones in promoting confidence in our regulatory work. For transparency purposes.	Business Need	Assistant Director for Corporate Communications	Permanent	Retain NMC Archive	No
Media briefings	E	Business need/corporate memory.	Business Need	Assistant Director for Corporate Communications	10 years	Destroy	No
<b>Strategic Engagement</b>							
Communications Plans and Strategies	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	7 years	Destroy	No
External presentations and speeches	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	7 years	Destroy	No
<b>Public affairs &amp; stakeholder relations</b>							
Public affairs contacts (spreadsheets)	E	Business need/corporate memory  Maintain a list of current contacts	Business need  Legal requirement	Assistant Director for Corporate Communications	6 months	Destroy	Yes – Personal data

Stakeholder contacts (spreadsheets)	E	Business need/corporate memory Maintain a list of current contacts	Business need Legal requirement	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal data
Letters or briefings for correspondence	E	Business need/corporate memory	Business need	Assistant Director for Corporate Communications	7 Years	Destroy	Yes – Personal data
<b>Internal communications</b>							
Dot digital - Staff announcements and newsletters	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal Data
Staff surveys	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	7 years	Destroy	Yes – Personal Data
Workplace (content)	E	Business need/corporate memory	Business Need	Assistant Director for Corporate Communications	7 Years	Destroy	Yes – Personal Data



# Professional Practice Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	This Record Contains Personal Data and/or Special Categories of Data (Please Identify if Yes)
<b>Education and Standards</b>							
<b>Quality Assurance (QA) of Education – Contract Management records</b>							
Contract and schedule (includes notes of contract review meetings, contract monitoring actions and correspondence related to commercial aspects of contract)	E	Contractual reasons. Business need/corporate memory Legislative Requirements Limitation Act 1980	Business need Legal requirement	Assistant Director, Education (Operations)	7 years	Destroy	Yes – Personal Data
Reporting (breakdown of costs, activity of visits undertaken, risk registers, schedule of work)	E	Contractual reasons. Record of activity and decisions made. Business need/corporate memory Legislative Requirements Limitation Act 1980	Business need Legal requirement	Assistant Director, Education (Operations)	7 years	Destroy	No

Other documents related to commercial activity as part of undertaking of contract of services in relation to QA of education	E	Contractual reasons. Record of activity and decisions made, and for auditing purposes  Business need/corporate memory  Legislative Requirements  Limitation Act 1980	Business need  Legal requirement	Assistant Director, Education (Operations)	7 years	Destroy	No
Documents relating to review and revision of the QA Framework, including drafts and evaluations	E	Contractual reasons. Record of activity and decisions made  Business need/corporate memory  Legislative Requirements  Limitation Act 1980	Business need  Legal requirement	Assistant Director, Education (Operations)	7 Years	Destroy	No
<b>Other documentation to enable running of QA contract by external provider</b>							
Supporting activity and data logs	E	For arranging and managing QA activity  Evidential and business need/corporate memory.  Legislative Requirements  Limitation Act 1980	Business need  Legal requirement	Assistant Director, Education (Operations)	7 years	Destroy	Yes – Personal data
QA service provider website material (including newsletter copies, supporting information, guidance, and personnel detail)	E	For arranging and managing QA activity  Evidential and business need/corporate memory	Business need	Assistant Director, Education (Operations)	Until superseded + 1	Destroy	Yes – personal data

Documents related to contractual arrangements for research (and any other purposes), including draft and final specifications, terms and conditions, invoices, purchase order and details/logs of expenses etc	E	Contractual reasons. Record of activity and decision made.  Business need/corporate memory  Legislative Requirements Limitation Act 1980	Business need  Legal requirement	Assistant Director, Education (Operations)	7 years (after expiry of contracts/ arrangements)	Destroy	No
<b>Quality Assurance of Education – AEI records held on externally maintained media</b>							
Reports of QA activity: approval of institutions	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors.  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director. Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data
Reports of QA activity: programme approval	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors.  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data

Reports of QA activity: programme major modification	E	Record of activity and decisions made.  Evidential and business need / corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator.	Business need  Legal requirement	Assistant Director Education (Operations)	Permanent	Retain in NMC Archive	No
Reports of QA activity: programme endorsement	E	Record of activity and decisions made.  Evidential and business need / corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data
Reports of QA activity: programme minor modification	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director for Education Operations	Permanent	Retain in NMC Archive	Yes – Personal data

Monitoring reports	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data
Supporting documentation for monitoring activity	E	Record of activity and decisions made.  Evidential and business need / corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data
Extraordinary review reports	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data

AEI and Historical (LSA) records held on approved programmes database (APD) and/or TRIM							
QA activity supporting documents	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal Data
QA activity minutes	E	Record of activity and decisions made.  Evidential and business need / corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal Data
Activity outcome confirmation letters	E	Record of activity and decisions made.  Evidential and business need / corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal Data

Correspondence from stakeholders	E	Record of activity and decisions made.  Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal Data
Physical records of the above (duplicates of those held in other places – 23PP Archive/Offsite storage)	E	Duplicates for contingency in case of server failure, etc.  Record of activity and decisions made. Evidential and business need/ corporate memory of approved programmes for registrations and suppliers and contractors  Legal obligation to provide information to public inquiries and our regulator	Business need  Legal requirement	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – personal data
<b>General – meetings and internal governance</b>							
Agendas papers and notes of the governance and decision-making groups, and specific programme and standards project boards	E	Record of activity and decisions made.  Evidential and business need / corporate memory	Business need	Assistant Director, Education (Operations)	70 Years	Destroy	Yes – Personal data
Agenda, papers and notes of meetings/call related to education sector risks, including risk summits	E	Record of activity and decisions made.  Evidential and business need / corporate memory	Business need	Assistant Director, Education (Operations)	70 Years	Destroy	Yes – Personal data

Agenda, papers and notes of other meetings/calls, including internal with other teams and external with e.g., HEE, DHSC	E	Record of activity and decisions made.  Evidential and business need/ corporate memory	Business need	Assistant Director, Education (Operations)	70 Years	Destroy	Yes – Personal data
Logs of external engagement, including people's names/attendance lists, feedback forms, and agendas	E	Record of activity and decisions made.  Evidential and business need / corporate memory	Business need	Assistant Director, Education (Operations)	70 Years	Destroy	Yes – Personal Data
<b>Quality Assurance of Education – Other documents held on internally maintained media</b>							
Logs of information to support QA, etc. activity	E	Record of activity and decisions made.  Evidential and business need/ corporate memory	Business need  Legal requirements	Assistant Director, Education (Operations)	7 years	Destroy	Yes – Personal data
Anything else not captured in other categories	E	Record of activity and decisions made.  Evidential and business need/ corporate memory	Business need  Legal requirements	Assistant Director, Education (Operations)	7 years	Destroy	No



Physical records (duplicates of those held in other places - 23PP Archive/Offsite Storage)	P	Duplicates for contingency in case of server failures, etc.  Record of activity and decisions made.  Evidential business need / corporate memory  Legislative Requirements  Limitation Act 1980	Business need  Legal requirements	Assistant Director, Education (Operations)	Permanent	Retain in NMC Archive	Yes – Personal data
<b>Education and Standards</b>							
<b>Local Supervising Authorities (LSA) records held on externally maintained portal</b>							
Reports kept for evidence / corporate memory – NMC no longer has a regulatory remit in this area as of 1 April 2016							
Local Supervising Authority (LSA) Annual Reports	E	Evidential and business need/ corporate memory	Business need	Assistant Director, Education (Operations)	70 years	Destroy	No
LSA annual self-assessment reports	E	Evidential and business need/ corporate memory	Business need	Assistant Director, Education (Operations)	70 years	Destroy	Yes – Personal Data
Records of LSA annual monitoring	E	Evidential and business need/ corporate memory	Business need	Assistant Director, Education (Operations)	70 years	Destroy	No
LSA Extraordinary Reviews final reports	E	Evidential and business need/ corporate memory	Business need	Assistant Director, Education (Operations)	70 years	Destroy	Yes – Personal Data
LSA extraordinary reviews minutes	E	Evidential and business need / corporate memory	Business need	Assistant Director, Education (Operations)	70 years	Destroy	Yes – Personal Data

Review and development of standards and guidance							
Scoping documents, research, reports, papers of focus groups, advice and correspondence relating to the review and development of standards	E and P	Provides background information to inform future reviews and development of standards  Evidential and business need / corporate memory	Business need	Assistant Director, Education and Standards	Until superseded	Destroy	Yes – Personal Data
Drafts of standards, guidance, circulars, position statements, advice sheets, and supporting information	E and P	Provides background information to inform future reviews and development of standards  Evidential and business need/ corporate memory	Business need	Assistant Director, Education and Standards	Until superseded	Destroy	N
Final standards, guidance, advice sheets, circulars, and supporting information	E	Evidential and business need/ corporate memory and for the benefit of the wider research community	Business need	Assistant Director, Education and Standards	Permanent	Retain in NMC Archive	No
Consultation documentation, including preparation and drafts, responses (and logs), attendance lists for assessment/evaluation events	E	Evidential and business need/ corporate memory	Business need	Assistant Director, Education and Standards	Until superseded	Destroy	Yes – Personal Data
Financial documentation related to SME input, including contracts for service and expenses/invoice records	E	Contractual reasons  Evidential and business need / corporate memory  Legislative requirements  Limitation Act 1980	Business need  Legal requirements	Assistant Director, Education and Standards	7 Years	Destroy	No

Delivery of standards and guidance							
Implementation and promotion of standards and guidance (includes presentations, briefings, correspondence)	E	Provides background information to inform future implementation evaluation  Evidential and business need/ corporate memory	Business need	Assistant Director, Education and Standards	7 years	Destroy	N
Collection and analysis of feedback from evaluation of standards and guidance	E	Provides background information to inform future implementation evaluation and of new university programmes of their development and evaluation and for the wider research community.  Evidential and business need/ corporate memory	Business need	Assistant Director, Education and Standards	Permanent	Retain NMC Archive	N

# People and Organisational Effectiveness Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	Record Contains Personal Data and/or Special Categories of Data? (Please Identify if Yes)
<b>Corporate Governance</b>							
<b>Governance documents</b>							
Agendas, minutes and papers of Council meetings (open and closed sessions); agendas, minutes and papers of committee meetings; agendas, minutes and papers of board meetings; signed minutes	E and P	Provides evidence of decisions made and the governance process undertaken by the organisation. Also provides an historical reference of the evolution of the regulation of nurses and midwives.  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Agendas, minutes and papers of task and finish, advisory and working groups	E and P	Provides evidence of decisions made and the governance process undertaken by the organisation. Also provides an historical reference of the evolution of the regulation of nurses and midwives.  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data

Council members							
Council member information	E	Provides historical information about the formal governance structure of the NMC. For legal and employment reasons, and for audit purposes  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Non-Council member information	E	Provides historical information about the formal governance structure of the NMC. For legal and employment reasons, and for audit purposes  Evidential and business need/corporate memory	Business need	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Elected members 2007-2008	E and P	Provides historical information about the formal governance structure of the NMC and its preceding bodies.  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Member appointments – unsuccessful applicants	E	Provides a history of applicants and evidence of the reasons why they were unsuccessful. Provides evidence in case of challenge or appeal.  Business need/corporate memory	Business need	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data

Registers of interest (for members and directors)	E	Provides transparency and ensures that any perceived or actual conflicts of interest are managed appropriately.  Business need/corporate memory	Business need	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
<b>Regulatory Policy</b>							
<b>Equality and Diversity</b>							
Policies	E	Equality and Diversity framework to be viewed and circulated.  Evidential and business need/corporate memory	Business need	Head of Equality, Diversity and Inclusion	Until superseded +7	Destroy	No
Events records	E	To share presentations and follow ups with attendees and keep a record of attendees to invite to future events.  Evidential and business need/corporate memory  To show benchmarks with Equality standards for external bodies	Business need	Head of Equality, Diversity and Inclusion	5 years	Destroy	Yes
EDI Advice	E	To ensure consistent EDI advice is given and to document the impact of work done  Evidential and business need/corporate memory	Business need	Head of Equality, Diversity and Inclusion	5 years	Destroy	Yes

Statutory annual reports							
Annual report and accounts	E	Provides historical information about the structure and performance of the NMC and its preceding bodies.  Report of Information Management requests included on an annual basis.  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Annual Fitness to Practise report	E	Provides historical information about the structure and performance of the NMC and its preceding bodies.  Business need/corporate memory	Business need  Historical record	Assistant Director, Governance	Permanent	Retain in NMC Archive	Yes – Personal Data
Whistleblowing							
Whistleblowing log	E	For legal purposes and to provide a summary of whistleblowing concerns raised, the outcome of any investigation and provides a means for tracking actions arising.  Legislative requirements  Public Interest Disclosure Act 1998 (and recommended IAPP practice)	Legal requirement	Assistant Director, Governance	6 months following the last recorded outcome (if a substantiated allegation). If unsubstantiated personal data should be removed immediately	Destroy	Yes – Personal Data

Whistleblowing records of investigations	E	For legal purposes, and to provide evidence of investigations and actions undertaken after a worker reports a concern under the whistleblowing policy.  Legislative requirements  Public Interest Disclosure Act 1998 (and recommended IAPP practice)	Legal requirement	Assistant Director, Governance	6 months following the outcome (if a substantiated allegation). If unsubstantiated personal data should be removed immediately	Destroy	Yes – Personal Data
Whistleblowing records of training	E	For reporting purposes and audit purposes.  Legislative requirements  Public Interest Disclosure Act 1998 (and recommended IAPP practice)	Legal requirement	Assistant Director, Governance	6 months following the outcome (if a substantiated allegation). If unsubstantiated personal data should be removed immediately	Destroy	Yes – Personal Data
<b>Gifts and hospitality</b>							
Gifts and hospitality log	E	For transparency purposes, and to reduce the risk of bribery and corruption.  Evidential and business need/corporate memory	Business need	Assistant Director, Governance	Permanent	Retain for the life of the gifts and hospitality log	Yes – Personal Data
Gifts and hospitality forms	E	For transparency purposes, and to reduce the risk of bribery and corruption.  Evidential and business need/corporate memory	Business need	Assistant Director, Governance	Permanent	Retain for the life of the gifts and hospitality log	Yes – Personal Data



Continuous improvement team							
Continuous improvement records							
Notes, plans and mapping from workshops	E	Background information that acts as reference material and a baseline for benefits realisation. Informs future improvements.  Business need/corporate memory	Business need	Assistant Director, Registration and Continuous Improvement	Until superseded	Destroy	No
Reports	E	Informs future improvements.  Business need/corporate memory	Business need	Assistant Director, Registration and Continuous Improvement	7 years	Destroy	No
Master data records	E	Provides statistical information about the performance of the NMC and the status of the register.  Business need/corporate memory	Business need/historical record	Assistant Director, Registration and Continuous Improvement	Permanent	Retain in NMC Archive	Yes – Personal Data
Procedure, SOPs and guidance documents	E	CI Tools, operating procedures and guidance for carrying out improvement work  Business need/corporate memory	Business need	Assistant Director, Registration and Continuous Improvement	Until amendments are made or preferred tools are sourced	Destroy	No
General Counsel							
Legal Advice	E and P	Business need/corporate memory	Business need	General Counsel	Permanent	Retain in NMC Archive	Yes – Personal Data and Special Categories of Data

Litigation Files - Physical	P	To enable a quick response to appeals where an appeal is brought during the full period of the appeal process  Business need/corporate memory	Business need	General Counsel	6 months from expiry of full appeal process	Destroy	Yes – Personal Data and Special Categories of Data
Litigation Files - Electronic	E	Business need/corporate memory	Business need	General Counsel	Permanent	Retain in NMC Archive	Yes – Personal Data and Special Categories of Data
Briefings, training material, reports and presentations	E	Business need/corporate memory	Business need  Legal requirement	General Counsel	7 years	Destroy	Yes – Personal Data
<b>Human Resources</b>							
<b>Staff Management</b>							
Organisation Charts	E	Business need/corporate memory	Business need  Legal requirement	Assistant Director of People and Organisational Development	Permanent	Retain in NMC Archive	Yes – Personal Data
Payroll – Administration	E	These are administrative papers which feed into the processing of payroll by finance dept.  Business need/corporate memory  Legislative requirement  Taxes Management Act 1970	Business need  Legal requirement	Assistant Director of People and Organisational Development	6 years	Destroy	Yes – Personal Data

Interview and selection notes	E	Business need and corporate memory / evidential  Legislative requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	6 months after recruitment campaign ends for unsuccessful candidates.  7 years after employment ceases for successful candidates	Destroy	Yes – Personal Data
Recruitment administration	E	In case any claims arise from the recruitment process. An applicant can make a claim within 3 months and then 3 months is added for preparation of any case.  Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	6 months after recruitment campaign ends for unsuccessful candidates.  7 years after employment ceases for successful candidates	Destroy	Yes – Personal Data and Special Categories of Data
Unsuccessful job applications, short-listing forms, interview forms and associated documentation.	E	In case any claims arise from the recruitment process  Business need/corporate memory  Retention period based on time limits in the Equality Act, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months.	Business Need  Legal requirement	Assistant Director of People and Organisational Development	6 months after recruitment campaign ends (though anonymised EDI information and numerical data will be retained longer than 6 months for statistical purposes)	Destroy	Yes – Personal Data and Special Categories of Data

Pre employment checks and vetting and References and DBS checks where undertaken	E and P	In case any claims arise from the recruitment process.  Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	6 months after recruitment campaign ends for unsuccessful candidates.  7 years after employment ceases for successful candidates.	Destroy	Yes – Personal Data
Employee files (Includes signed contracts, PDRs and all communications with employees successful after application. A summary of employment history is retained permanently)	E and P	Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data and Special Categories of Data
Probation Periods; records of performance management during probationary periods	E	Business need/corporate memory  Legislative Requirement  Limitation Act 1980	Business need/legal requirement	Assistant Director of People and Organisational Development	7 years after employment cease	Destroy	Yes – Personal Data
Employee files and Staff contracts (Includes signed contracts, PDRs and all communications with employees successful after application. A summary of employment history is retained permanently)	E and P	Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data and Special Categories of Data

Performance Development Reviews	E	For the purposes of performance and contract management  Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data
Performance Development Reviews – guidance and evaluation	E	For the purposes of performance and contract management  Business need/corporate memory	Business need	Assistant Director of People and Organisational Development	3 years	Destroy	No
Attendance records	E	For the purposes of attendance management  Business need/corporate memory  Legislative requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	6 years after employment ceases	Destroy	Yes – Personal Data Special Categories of Data
Working time records including overtime, annual holiday, jury service, time off for dependents etc.	E	Business need/corporate memory  Legislative Requirements  The Working Time Regulations 1998 (SI 1998/1833)  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	7 years from date on which they were made	Destroy	Yes – Personal Data

Absence Management	E	Business Need/corporate memory  Legislative Requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data and Special Categories of Data
Employee issues (grievance, disciplinary, redundancy, performance management)	E	Business need/corporate memory  Retention dependent on issue, specific outcome and relevant sanctions  Legislative Requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	7 years	Destroy	Yes – Personal Data and Special Categories of Data
Maternity/Paternity/Parental Leave      Statutory Maternity Pay records, calculations, certificates or other medical evidence (also shared parental, paternity and adoption pay records)	E	Business need/corporate memory  Legislative requirements  The Statutory Maternity Pay (General) Regulations 1986 (SI/1960) as amended, Maternity & Parental Leave Regulations 1999	Business Need  Legal requirements	Assistant Director of People and Organisational Development	7 years after employment ceases  5 years from birth/adoption of child. Need to retain for 18 years if relates to a child who receives a disability allowance  3 years after the end of the tax year in which the maternity period ends	Destroy	Yes – Personal Data

Leavers (includes redundancy and retirement)	E	Business need/corporate memory  Legislative Requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data
<b>Occupational Health – Administration</b>							
Medical Assessment and Occupational Health Referrals	E	Business need/corporate memory  Legislative Requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data and Special Categories of Data
Reasonable Adjustment Process records	E	Business need/corporate memory  Legislative Requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	7 years after employment ceases	Destroy	Yes – Personal Data and Special Categories of Data
<b>Learning and Development</b>							
Staff training courses (includes course material, evaluation, attendance lists)	E	Business need/corporate memory  Corporate memory, employee training management  Legislative Requirement  Limitation Act 1980	Business need  Legal requirement	Assistant Director of People and Organisational Development	7 years	Destroy	Yes – Personal Data

**Programme Management Office**

**Programme and project management – Note:** Generic documents common to all projects will contain some standard documents and documents which are specific to the project. Retention periods for projects will vary. It is recommended that management of project records is a core part of each project with a member of the project team nominated to manage the records. Part of the formal closure of each project should include ensuring that all the records are filed to the correct folder and agreeing the retention. Projects establishing policy should be retained permanently.

Project files (closed and current projects) relating to establishing policy (such as third part of the register, overseas nursing programme)	E	Evidential and business need/corporate memory  Evidence of any changes/ amendments to corporate policies	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Project	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Project)
Programme files (closed and current programmes) relating to establishing policy (such as third part of the register, overseas nursing programme)	E	Evidential and business need/corporate memory  Given the variable nature of projects and programmes a discussion should be held with the Information & Records Management department, as part of the setup of a project or programme, to agree an appropriate Retention Schedule.	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Programme	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Programme)
Project files of NMC closed projects	E	Business need/corporate memory  Recommend minimum retention of 7 years or on decommissioning of software if IT application project	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Project	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Project)



Lessons learned reports	E	Evidential and business need/corporate memory  Needed for continuous improvement of the NMC project/programme/portfolio management as part of the Corp PMO Quality Management Framework	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Project or Programme	Destroy	Yes – Personal Data
Project & Programme closure reports	E	Evidential and business need/corporate memory  Formal evidence of the closure of a project/programme	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Project or Programme	Destroy	Yes – Personal Data
Programme files of NMC closed programmes	E	Business need/corporate memory	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Programme	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Programme)

Key project documents (including Workstreams within Programme folder); Business case, PID, Benefits plan, PIA, TDA Design Documentation Checklist, CARDDIAC log	E	Business need/corporate memory  Reference	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Project	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Project)
Key programme documents; Programme mandate, Programme Definition Document, Business case, Benefits plan, Programme Brief, CARDDIAC log	E	Business need/corporate memory  Reference	Business need	Assistant Director of Corporate Change and Portfolio Management	10 years from closure of Programme	Destroy	Yes – Personal Data and Special Categories of Data (Dependent on Programme)
Transformation, MOTS, Accommodation, People, FtP and Overseas Programmes	E	Lessons learned and business need/corporate memory  Reference - Records of large Programmes to be retained permanently.	Business need	Assistant Director of Corporate Change and Portfolio Management	Permanent	Retain in NMC Archive	Yes – Personal Data

Quality Improvement, Information Requests, Complaints and Enquiries							
Quality Improvement							
QA review background documentation	E	Business need/corporate memory  All documentation gathered during the process of carrying out a QA review	Business Need	Assistant Director of Quality Improvement	Until superseded	Destroy	Yes – Personal Data and Special Categories of Data
Final QA reports	E	Business need/corporate memory  Provides a record of the conclusions of the Quality Assurance process	Business Need	Assistant Director of Quality Improvement	7 Years	Destroy	Yes – Personal Data and Special Categories of Data
Adverse Incident and Serious Event Reports	E and P	Business need/corporate memory  Provides evidence of Incidents and Serious Events  Covers reasonable period for complaints to ICO to be made  Legislative Requirement  Limitation Act 1980	Business Need  Legal requirement	Assistant Director of Quality Improvement	7 Years	Destroy	Yes – Personal Data
Report and analysis: Adverse incident and Serious Events	E	Business need/corporate memory	Business Need	Assistant Director of Quality Improvement	7 Years	Destroy	Yes – Personal Data

Freedom of Information Act and Data Protection							
Data Protection/Subject Access correspondence and disclosure - relating to specific individuals. These often also relate to FTP information.	E and P	Business need/corporate memory  Covers reasonable period for complaints to ICO to be made.  A summary of cases is maintained within the customer relationships management system	Business Need	Assistant Director of Quality Improvement	3 years from last correspondence	Destroy	Yes – Personal Data and Special Categories of Data
FOI requests and responses + related documents and correspondence	E and P	Business need/corporate memory  Covers reasonable period for requests for internal review.  A summary of cases is maintained within the customer relationships management system	Business Need	Assistant Director of Quality Improvement	3 years from last correspondence	Destroy	Yes – Personal Data and Special Categories of Data
Cases that are referred to a Tribunal - Requests, related correspondence, legal advice received and the outcome decision.	E	Business need/corporate memory	Business Need	Assistant Director of Quality Improvement	7 years from closure of case	Destroy	Yes – Personal Data

ICO Correspondence	E	To enable NMC provide evidence of investigation, reporting and recommendations.  Evidential and Business need/corporate memory  Legal obligation to provide information to public inquiries and our regulator about current or previous cases	Legal requirement  Business Need	Assistant Director of Quality Improvement	7 years from last correspondence	Destroy	Yes – Personal Data
<b>Third Party Disclosure Requests (including Police and DBS)</b>							
Correspondence	E	This correspondence is saved with the FtP case material it relates to and follows the same retention periods as it may be referenced in FtP proceedings.  Evidential and Business need/corporate memory  Legal obligation to provide information to public inquiries and our regulator about current or previous cases	Legal requirement  Business Need	Assistant Director of Quality Improvement	70 years from receipt of last correspondence or creation of records	Destroy	Yes – Personal Data and Special Categories of Data
DBS and DS Request Letters	P and E	Business need/corporate memory  All DBS and DS requests are received in hard copy, these are scanned to the Customer Relationship Management System.	Business Need	Assistant Director of Quality Improvement	1 year from last correspondence	Destroy	Yes – Personal Data and Special Categories of Data

Complaints							
Legal advice	E	Business need/corporate memory  Legal advice received in respect of a complaint for reference.	Business need	Assistant Director of Quality Improvement	3 years	Destroy	Yes – Personal Data and Special Categories of Data
Complaints and associated correspondence	E	Business need/corporate memory  Necessary to be able to refer to complaint history in dealing with any current concerns	Business need	Assistant Director of Quality Improvement	3 years from last correspondence	Destroy	Yes – Personal Data and Special Categories of Data
Enquiries							
Cross-organisational enquiries	E	Business need/corporate memory  Necessary to be able to refer to enquiries history in dealing with any current concerns	Business need	Assistant Director of Quality Improvement	3 years	Destroy	Yes – Personal Data and Special Categories of Data
MP Correspondence	E	Business need/corporate memory  Necessary to be able to refer to the correspondence in dealing with any current concerns	Business need	Assistant Director of Quality Improvement	3 years from last correspondence	Destroy	Yes – Personal Data and Special Categories of Data
Customer Feedback	E	Business need/corporate memory  Necessary to be able to refer to customer feedback in dealing with any current concerns	Business need	Assistant Director of Quality Improvement	3 years	Destroy	Yes – Personal Data and Special Categories of Data

**Chief Executive Office's Stakeholder Engagement****Meetings and Briefings**

Stakeholder Email Lists held in Mailing System	E	Business need/corporate memory To allow us to carry out strategic stakeholder engagement	Business need	Assistant Director Office of the Chair and Chief Executive	Until superseded	Destroy	Yes – Personal Data
Records of team meetings and team briefings	E	Business need/corporate memory	Business need	Assistant Director Office of the Chair and Chief Executive	2	Destroy	Yes – Personal Data

## Strategy and Insight Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	This Record Contains Personal Data and/or Special Categories Of Data? (Please Identify (Please Identify if Yes))
<b>Research and Evidence</b>							
<b>Research and Evidence</b>							
Data from research studies	E and P	Background for comparison for future research  Evidential and business need/corporate memory	Business need	Head of Research and Evidence	7	Destroy	Yes – Possible Personal Data and Special Categories of Data
<b>Employer Link Service</b>							
<b>Employer Link Service</b>							
Record of ELS engagement with employers in response to requests for advice	E	All advice to employers on the range of NMC regulatory functions is saved in our case management system. When request is received for specific fitness to practice advice relating to a registrant the request and advice is logged retained for the maximum likely career of the registrant. This information is being retained for audit purposes and forms part of the registrant's record/file held by the NMC.	Business need  Legal requirement	Principal Regulation Adviser, Employer Link Service	70 years from date of registration	Destroy	Yes – Personal Data and Special Categories of Data



		<p>The information being retained may include personal and sensitive data and the decision making/rationale for the advice provided to the employer.</p> <p>Business need/corporate memory</p> <p>Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register based on the maximum likely career of a registrant</p> <p>Legal obligation to provide information to public inquiries and our regulator about cases</p>					
Record of ELS engagement with employers and other stakeholders for purpose of networking and sharing information,	E	<p>When a member of the ELS engages with an employer or other stakeholders (such as regulators, commissioners, and patient representative groups), a record of that engagement will be added to the organisation profile in regulatory functions is saved in our case management system. Relevant intelligence/ feedback will be recorded in the communication log and any relevant emails/ copies of external presentations and/or external papers will be saved in documents.</p>	<p>Business need</p> <p>Also supports legal requirements of linked protocols: FtP, whistleblowing and sharing concerns with other regulators.</p>	Principal Regulation Adviser, Employer Link Service	7 years	Destroy	Yes – Personal Data, occasional Sensitive Data

		<p>Information/ intelligence recorded may be extracted and used by RIU and/or the ELS to inform our work and generate learning for NMC and our stakeholders.</p> <p>ELS will also record details of any further actions based on intelligence received during these engagements, for example, an FtP or whistleblowing concern. Where there are such concerns raised the ELS will follow the recording protocols that apply to that specific piece of information.</p> <p>Business need/corporate memory</p> <p>Potential legal obligation to provide information to public inquiries and our regulator and other regulators about cases.</p>					
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**Regulatory Intelligence Unit (RIU)**

Whistleblowing spreadsheet	E	Legislative requirement	Legal requirement	Principal Regulation Adviser	2 years from when the complaint received (if a substantiated investigation). If unsubstantiated personal data should be removed immediately	Destroy	Yes – Personal Data
The NMC as a Prescribed Persons is required to produce an annual report on whistleblowing disclosures made by workers		Public Interest Disclosure Act 1998 (and recommended IAPP practice)					

Whistleblowing Email	E	<p>Legislative requirement</p> <p>Public Interest Disclosure Act 1998 (and recommended IAPP practice)</p> <p>Information/ intelligence recorded may be extracted and used by RIU and/or the ELS to inform our work and generate learning for NMC and our stakeholders.</p> <p>ELS will also record details of any further actions based on intelligence received during these engagements, for example, an FtP or whistleblowing concern. Where there are such concerns raised the ELS will follow the recording protocols that apply to that specific piece of information.</p> <p>Business need/corporate memory</p> <p>Potential legal obligation to provide information to public inquiries and our regulator and other regulators about cases.</p>	<p>Business Need/Corporate Memory</p> <p>Legal requirement</p>	Principal Regulation Adviser	7 years (1 year in Outlook, 7 years in email archive)	Destroy	Yes – Personal Data
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Records of case discussions and advice given to employers/ stakeholder organisations about the fitness to practise of people on the register	E	<p>When a member of the ELS engages with an employer or other stakeholders (such as regulators, commissioners, and patient representative groups), a record of that engagement will be added to the organisation profile in our case management system. Any relevant emails or documents will be saved.</p> <p>Information/ intelligence recorded may be extracted and used to inform our work and generate learning for NMC and our stakeholders.</p> <p>ELS will also record details of any further actions based on intelligence received during these engagements, for example, a fitness to practise or whistleblowing concern. Where there are such concerns raised the ELS will follow the recording protocols that apply to that specific piece of information.</p>	<p>Business Need</p> <p>Legal requirement</p>	Principal Regulation Adviser	7 years (1 year in Outlook, 7 years in email archive)	Destroy	Yes – Personal Data
Intelligence Summary – Anonymised summary of all information received by RIU	E	<p>Research purposes</p> <p>Legal obligation to provide information to public inquiries and our regulator about current or previous cases</p>	<p>Business Need</p> <p>Legal requirement</p>	Principal Regulation Adviser	70 years	Destroy	No

Regulator Reports – summary stats of FtP referrals for each country	E	<p>Research purposes</p> <p>Evidential and business need/corporate memory</p> <p>Legal obligation to provide information to public inquiries and regulator.</p>	<p>Business need</p> <p>Legal requirement</p> <p>Historical Reference</p>	Principal Regulation Adviser	70 years	Destroy	Yes – Personal Data (Case References)
Briefings – Summary of themes and risks/concerns from all RIU sources	E	<p>Business need/corporate memory</p> <p>Research purposes</p> <p>Legal obligation to provide information to public inquiries and regulator.</p>	<p>Business need</p> <p>Legal requirement</p> <p>Historical Reference</p>	Principal Regulation Adviser	1 year for Analysis reports from RIU Analysis	<p>Retain themes in NMC Archive</p> <p>Destroy Personal Data</p>	Yes – Personal Data (Case References)
Records of meetings, presentations and other correspondence with employers/ stakeholder organisations (to include incoming intelligence and whistleblowing disclosures)	E	<p>All advice to employers on the range of NMC regulatory functions is saved in the case management system. When request is received for specific fitness to practice advice relating to a registrant the request and advice is logged retained for the maximum likely career of the registrant. This information is being retained for audit purposes and forms part of the registrant’s record/file held by the NMC. The information being retained may include personal and sensitive data and the decision making/rationale for the advice provided to the employer.</p> <p>Business need/corporate memory</p>	<p>Business Need</p> <p>Legal requirement</p>	Principal Regulation Adviser	70 years	Destroy	Yes – Personal Data

		<p>Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register based on the maximum likely career of a registrant</p> <p>Legal obligation to provide information to public inquiries and our regulator about cases</p>					
Regulator Reports – summary stats of FtP referrals for each country	E	<p>Research purposes</p> <p>Evidential and business need/corporate memory</p> <p>Legal obligation to provide information to public inquiries and regulator.</p>	<p>Business need</p> <p>Legal requirement</p> <p>Historical Reference</p>	Principal Regulation Adviser	70 years	Destroy	Yes – Personal Data (Case References)
Employer Profiles	E	<p>This information is being retained for audit purposes and forms part of the registrant's record/file held by the NMC. The information being retained may include personal and sensitive data and the decision making/rationale for the advice provided to the employer.</p> <p>Business need/corporate memory</p> <p>Legal obligation to consider an allegation if a lapsed registrant applies for readmission to the register based on the maximum likely career of a registrant</p>	<p>Business Need/corporate memory</p> <p>Legal requirement</p> <p>Research purposes</p>	Principal Regulation Adviser	70 years	Destroy	Yes – Personal Data

		Legal obligation to provide information to public inquiries and our regulator about cases					
<b>Strategy development</b>							
<b>Strategy development</b>							
Public Consultations	E and P	Evidential and business need and corporate memory	Business Need	Assistant Director, Strategy and Insight	7 years	Destroy	No
Consultation Reports	E and P	Evidential and business need and corporate memory	Business Need	Assistant Director, Strategy and Insight	7 years	Destroy	No
Research Reports	E and P	Evidential and business need and corporate memory for future strategy writing	Business Need	Assistant Director, Strategy and Insight	7 years	Destroy	No
Strategy Documents	E and P	Evidential and business need and corporate memory. Research purposes	Business Need	Assistant Director, Strategy and Insight	30 years	Destroy	No
<b>Brexit</b>							
Brexit preparations: plans, risk, register	E	Evidential and business need and corporate memory	Business need	Director of Strategy and Insight	7 years	Destroy	No

# Resources and Technology Services Directorate

Record Type / Description	Record Format	Rationale for Retention	Type of Retention	Information Asset Owner	Retention Period - Years	Disposal	Record Contains Personal Data and/or Special Categories of Data? (Please Identify if Yes)
<b>Finance</b>							
<b>Income and Accounts Payable Management</b>							
Payment processing	E & P	Business need/corporate Memory  Legislative Requirement  Companies Act 2006 and Value Added Tax Act 1994 and Finance Act 1998  Limitation Act 1980	Business need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data
Collection processing	E	As Above	Business need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data
Invoices	E & P	Business need/corporate Memory  Legislative Requirement	Business need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data



		Taxes Management Act 1970 and Value Added Tax Act 1994  Limitation Act 1980					
VAT Returns	E & P	Business need/corporate Memory  Legislative Requirement  As Above  Limitation Act 1980	Business need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	No
Accountancy Records	E & P	Business need/corporate Memory  Legislative Requirement  Companies Act 2006 and Taxes Management Act 1970  Limitation Act 1980	Business need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data

Payroll Processing							
Payroll processing staff wage/salary records (also overtime, bonuses, expenses)	E	Business need/corporate Memory  Legislative Requirement Taxes Management Act 1970  Limitation Act 1980	Business Need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data
Income Tax and NI returns, income tax records and correspondence with HMRC	E	Business need/corporate Memory  Legislative Requirement  The Income Tax (Employments) Regulations 1993 (SI 1993/744)  Limitation Act 1980	Business Need  Legal Requirement	Assistant Director, Finance and Audit	7	Destroy	Yes – Personal Data

Pensions							
Pension Scheme NMC Internal Administration	E	Business need/corporate Memory  Legislative Requirement  Pensions Act 1995, Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103), the Employer-Financed Retirement Benefits Schemes (Provision of Information) Regulations 2005 (SI 2005/3453), the Occupational Pension Schemes (Scheme Administration) Regulations 1996 (SI 1996/1715) and the Registered Pension Schemes (Provision of Information) Regulations 2006 (SI 2006/567  Limitation Act 1980	Business Need  Legal Requirement	Assistant Director, Finance and Audit	Permanent for current employees.  7 years for leavers	Retain NMC Archive  Destroy	Yes – Personal Data
Pension Scheme Deeds	P	Business need/corporate Memory  As Above	Business Need  Legal Requirement		Permanent	Retain NMC Archive	No
Correspondence with Trustees	P and E	Business need/corporate Memory  As Above	Business Need  Legal Requirement		Permanent	Retain NMC Archive	Yes – Personal Data

Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	E and P	Legislative requirement  The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	Legal Requirement		6 years from the end of the scheme year in which the event took place	Destroy	Yes – Personal Data
<b>Insurance</b>							
Insurance claim documents and correspondence (if such claims are received)	E	Business need/corporate memory	Business need	Assistant Director, Finance and Audit	Permanent	Retain NMC Archive	Yes – Personal Data
Insurance policy documents	E	Business need/corporate memory	Business need	Assistant Director, Finance and Audit	Permanent	Retain NMC Archive	Yes – Personal Data
<b>Procurement and Contract Management</b>							
Tender documentation - Unsuccessful tenders	E and P	Legislative Requirement Public Contracts Regulations 2015 Limitation Act 1980 (and equivalent Scotland Acts)	Legal Requirement	Head of Procurement	3 years	Destroy	Yes – Personal Data  Commercially confidential information
Contracts and tender documentation – high value/long term contracts	E	Legislative Requirement Public Contracts Regulations 2015 Limitation Act 1980 (and equivalent Scotland Acts)	Legal Requirement	Head of Procurement	12 years after expiry of contract	Destroy	Yes – Personal Data  Commercially confidential information
Contracts and tender documentation – low value/short term contracts – includes quotations, purchase orders etc.	E and P	Legislative Requirement Public Contracts Regulations 2015 Limitation Act 1980 (and equivalent Scotland Acts)	Legal Requirement	Head of Procurement	7 years after expiry of contract	Destroy	Yes – Personal Data  Commercially confidential information

Traveller/booking data associated with travel and accommodation contracts	E	Legislative Requirement Limitation Act 1980	Legal Requirement	Head of Procurement	7 years after expiry of contract concerned	Destroy	Yes – Personal Data
<b>Estates</b>							
<b>Business Continuity Planning</b>							
Development of Business Continuity Plans	E	Business need/corporate memory	Business need	Head of Estates	3	Destroy	Yes – Personal Data
Business Continuity Plans	E	Business need/corporate memory  To ensure staff and assets are protected and able to function in the event of a serious incident or event.	Business need	Head of Estates	Until Superseded + 3	Destroy	Yes – Personal Data
<b>Building Security</b>							
Records of ID passes	E	Business need/corporate memory  For the safety & security of staff, visitors and premises	Business need	Head of Estates	Until superseded or individual leaves	Destroy	Yes – Personal Data
CCTV Video	E	Business need/corporate memory  For the safety & security of staff, visitors and premises. Deletion of CCTV images will be carried out in a secure manner by means of an automatic rolling process which deletes image files on the harddisk generally between 15-20 days depending on file size.	Business need	Head of Estates	Up to 30 days	Destroy	Yes – Personal Data
CCTV viewing/access log	E	Business need/corporate memory  For the safety & security of staff, visitors and premise	Business need	Head of Estates	2 years	Destroy	Yes – Personal Data

Health and Safety							
Accident book	E (Accident regulations allow paper or electronic records)	Legislative Requirements 1980/ The Health and Safety at Work Act 1974 and associated regulations	Legal Requirement	Head of Estates	6 years (from date of last entry or for stand alone reports after date of incident)	Destroy	Yes – Personal Data and Special Categories of Data
Records of any reportable injury, disease or dangerous occurrence	E & P	Legislative Requirements Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	Legal Requirement	Head of Estates	3 years (from date of entry for each reportable incident)	Destroy	Yes – Personal Data and Special Categories of Data
Risk assessments	E	Legislative Requirements Management of Health and Safety at Work (MHSW) Regulations 1999	Legal Requirement	Head of Estates	3 years Undertaken as part of CBT HR system new starter training.	Destroy	Yes – Personal Data
Fire Safety – (evacuation procedures, fire drills, fire wardens roles, responsibilities and training)	E	Legislative Requirements The Regulatory Reform (Fire Safety) Order 2005	Legal Requirement	Head of Estates	3 years	Destroy	Yes – Personal Data
First aid (administrative information about first aiders)	E	Legislative Requirements Management of Health and Safety at Work (MHSW) Regulations 1999	Legal Requirement	Head of Estates	3 years	Destroy	Yes – Personal Data and Special Categories of Data
Internal Audit							
Audit							
Internal audits (various papers relating to the audits- e.g. briefings, draft reports)	E	Business need/corporate memory  Full papers of audit would be retained by internal auditors	Business need	Assistant Director, Finance and Audit	7 years	Destroy	Yes – Personal Data
Internal audits final reports	E	Business need/corporate memory	Business need	Assistant Director, Finance and Audit	7 years	Destroy	Yes – Personal Data

Technical Services							
Information Security							
Information security incident records	E	Business need/corporate memory  To provide evidence of incident investigations and lessons learned. To respond to queries from the PSA or ICO or data subjects. To provide incident trend data for at least 5 years.	Business Need	Assistant Director, IT Services	7 years	Destroy	Yes – Personal Data
Information security management records – records of audits, PCI assessments, security tests, and consultancy and policy development documents.	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	7 years	Destroy	No
Information security policies	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	No
Information security management processes	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	No
Incident response plans	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	No
Agenda, minutes and papers of the Information Governance and Security Board	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Permanent	Retain NMC Archive	Yes – Personal Data

Information and Records Management							
Archives Management including catalogues of records in the strongroom and at TNA	E	Business need/corporate memory  Contains catalogues of records in the strongroom and at TNA	Business Need	Assistant Director, IT Services	Permanent	Retain NMC Archive	No
Records management guidance and procedures	E	Business need/corporate memory and reference	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	Yes
Library and Periodicals Management	E	Business need/corporate memory  To manage journals and periodicals subscriptions and for research	Business Need	Assistant Director, IT Services	3 years	Destroy	No
Records management policies	E	Business need/corporate memory  Compliance with records management policies and procedures	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	No
Records Management (including EDRMS management, Offsite Storage and Retention Schedule records)	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Permanent	Retain NMC Archive	No
<b>Data Protection Officer</b>							
Record of personal data processing	E	Business need/corporate memory  Legislative requirements  Evidence of accountability	Business Need  Legal requirement	Assistant Director, IT Services	Until superseded	Destroy	No



Data Protection Impact Assessments	E	Business need/corporate memory Legislative requirements Evidence of accountability with GDPR and DPA 2018	Business Need Legal requirement	Assistant Director, IT Services	Until the processing described in the DPIA ceases	Destroy	No
Data Protection policies	E	Business need/corporate memory Legislative requirements Evidence of accountability with GDPR and DPA 2018	Business Need Legal requirement	Assistant Director, IT Services	7 years	Destroy	No
Other records relating to the DPO function - records of audits, legal advice to the DPO, records of advice provided by the DPO, enquiries to the DPO.	E	Business need/corporate memory Legislative requirements Evidence of accountability with GDPR and DPA 2018	Business Need Legal requirement	Assistant Director, IT Services	7 years	Destroy	Yes – Personal Data
Correspondence with the ICO	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	7 years	Destroy	Yes – Personal Data
<b>IT policies</b>							
IT policies	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded + 7 years	Destroy	No

<b>Incident management, Business continuity and Disaster Recovery plans</b>							
IT Incident management, Business continuity and Disaster Recovery plans	E and P	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded	Destroy	Yes
<b>Service Desk</b>							
Footprints tickets	E	Business need/corporate memory Manage incidents and service requests and view historical tickets	Business Need	Assistant Director, IT Services	Until Cassi link to Footprints is terminated and then all tickets kept for a further 3 years until Footprints decommissioned.	Destroy	Yes – Personal Data and Special Categories of Data
TopDesk tickets	E	Business need/corporate memory Manage incidents and service requests and view historical tickets	Business Need	Assistant Director, IT Services	Whilst application is active	Destroy	Yes – Personal Data and Special Categories of Data
Knowledge Base articles	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	5 years	Destroy	No
<b>Software</b>							
Jabber messages and logs	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	1 Year	Destroy	Yes
WhatsApp message and logs	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	1 Year	Destroy	Yes
GoToWebinar and GoToTraining chat logs and recordings	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	1 Year	Destroy	Yes

Videoconference (GoToMeeting) chat logs and recordings (general, not relating to Fitness to Practise hearings)	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	1 Year	Destroy	Yes – Personal Data
Teams meeting recordings and Teams chat	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Permanent. A Teams channel becomes inactive if not used for 90 days	Retain Teams	Yes
<b>Service reviews</b>							
Supplier/internal service reviews	E	Business need/corporate memory  Contains notes and reports from regular reviews and service review meetings between Technology Services and internal customers and external suppliers.	Business Need	Assistant Director, IT Services	7 years	Destroy	No
<b>Change Management</b>							
Requests for Changes	E and P	Business need/corporate memory  Need to be retained to identify changes which have occurred	Business Need	Assistant Director, IT Services	7 years	Destroy	Yes
Change process documentation	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	Until superseded	Destroy	No
<b>Infrastructure and Applications</b>							
Knowledge Base articles	E	Business need/corporate memory	Business Need	Assistant Director, IT Services	5 years	Destroy	No

Reference library of manuals and run books	P	Business need/corporate memory	Business Need	Assistant Director, IT Services	5 years	Destroy	No
<b>IT Training</b>							
Training attendance sheets	E	Business need/corporate memory  For the purposes of training attendance management	Business Need	Assistant Director, IT Services	6 years after employment ceases	Destroy	No
<b>Back-ups</b>							
Backup Data	E	Business need/corporate memory  To ensure backup files are available to restore from where required	Business need	Assistant Director, IT Services	Full GFS rotation which is made up of the following: •1 synthetic full and 6 incremental backups all of which are stored at the primary datacentre. •1 synthetic full and 30 incremental backups which are stored at our secondary datacentre •12 synthetic full backups which are completed on the last day of each month and held at our 3rd location.  A full year's backup taken on 1st December will be retained for 7 years.	Destroy	Yes – Personal Data and Special Categories of Data

Business Architecture							
Business Intelligence							
Data Warehouse	E	Business need/corporate memory  Operational Data Store. Needs to be kept permanently to provide snapshots for the annual published Registration statistics for each year. No snapshot is kept in the Registration Database.	Business need	Assistant Director, Business Architecture	Permanent	Retain in data centre	Yes
Sent reports	E	Auditable history of data requests completed	Audit	Assistant Director, Business Architecture	5 years	Destroy	Yes
Data Lake	E	Business need/corporate memory  Historical structured and unstructured data store	Business Need	Assistant Director, Business Architecture	70 years	Destroy	Yes - Personal Data and Special Categories of Data
Power BI and MS SQL database and PowerApps	E	Data storage	Business Need	Assistant Director, Business Architecture	5 years	Destroy	Yes
Case Information Management Team							
Sent reports	E	Auditable history of data requests completed	Audit	Assistant Director, Business Architecture	5 years	Destroy	Yes
Publications data	E	Business need/corporate memory  Audit and transfer of publication information into TRIM	Business Need/Audit	Assistant Director, Business Architecture	5 years	Destroy	Yes - Personal Data

<b>Test Team</b>							
Test records	E	Business need/corporate memory  Live records stored within testing environments for audit purposes.	Business Need	Assistant Director, Business Architecture	Until superseded	Destroy	No
<b>Business Analysis</b>							
Key project/Programme documents (including Workstreams within Programme); Business case, Business Plan, Analysis, User Stories, Wireframes)	E	Business need/corporate memory	Business Need	Assistant Director, Business Architecture	Until superseded	Destroy	No
Process Modelling	E	Business need/corporate memory	Business Need	Assistant Director, Business Architecture	Until superseded	Destroy	No
<b>Solution Architect</b>							
Key project/Programme documents (including Workstreams within Programme); Business case, HLD, LLD, Design Documentation, HL Requirements	E	Business need/corporate memory	Business Need	Assistant Director, Business Architecture	Until superseded	Destroy	No

