Lancashire Fire and Rescue Service Updated – November 2018

Retention Schedule

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| Privacy Notice | Subject | Retained For | Subsequent Action | Basis for collection | Information Asset Owner |
| CCTV | CCTV Images | Up to 49 Days | Destroyed | Health and Safety at Work Act 1974 | Head of Property |
| Creditors and Debtors |  | Current year plus 6 | Archived | Local Government Finance Act 1988 | Head of Finance |
| Emergency Calls and Incidents | Emergency Call Recordings | Current year plus 6 | Destroyed | Fire & Rescue Services Act 2004 | Head of North West Fire Control |
| Incident Information on North West Fire Control Mobilising System | Indefinitely |  |
| Incident Information on Lancashire Fire and Rescue Service Incident Recording System | Indefinitely |  | Head of Service Development |
| Employee Data | Personal Record Files | Duration of employment plus 6 years | Archived | Data Protection Act 2018 | Head of Human Resources |
| Unsuccessful applicants | 1 Year | Destroyed |
| Equal Opportunities Monitoring | 1 Year | Destroyed |
| Expressions of Interest relating to the Retained Service | 2 Years | Destroyed |
| Privacy Notice | Subject | Retained For | Subsequent Action | Basis for collection | Information Asset Owner |
| Fire Investigations |  | Minimum of 5 Years | Archived | Fire and Rescue Services Act 2004 | Head of Service Development |
| Photos and Videos | Staff Images | Until end of employment, plus one year | Destroyed | General Data Protection Regulation | Head of Corporate Communications |
| Images of Members of the public | Five Years | Destroyed |
| Images posted on Social Media | Only deleted upon request | Destroyed |
| Other Images | Kept or deleted based on historical importance | Retained or Destroyed as appropriate |
| Safe and Well Visits |  | Up to 7 Years | Destroyed | Fire and Rescue Services Act 2004 | Head of Service Development |
| Site Specific Risk Information |  | Until superseded | Updated | Fire and Rescue Services Act 2004 | Head of Service Development |
| Technical Fire Safety |  | 7 Years | Destroyed | Regulatory Reform (Fire Safety) Order 2005 & Fire and Rescue Services Act 2004. | Head of Service Development |
| Website and Social Media | Website | 3 months | Destroyed | General Data Protection Regulation | Head of Corporate Communications |
| Social Media – Facebook Posts | 3 months | Destroyed |

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| General Information | Visitors to Headquarters and Service Training Centre | 2 Years | Destroyed | Article 6(1)(c) of the GDPR | Head of Administration |
| Service Adjustment | In line with service provided | In line with service provided | Article 6(1)(c) of the GDPR | Relevant Head of Department dependant on Service provided |