[Data Retention, Data Archiving and Data Destruction Policy]
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1. Introduction

The UK statistics Authority (UKSA) and its executive office, the Office for National Statistics (ONS) preside over a huge array of data for the purposes of producing aggregate national and official statistics and statistical research, and all our staff will likely come in to contact with it in some way.

The Data Retention, Data Archiving and Data Destruction Policy sets out clear principles for the management of data throughout their lifecycle. The policy ensures that data owners understand their responsibilities for regular review of data according to the sensitivity of the data, prescribed timeframes from stakeholders, or to ensure compliance with data protection legislation.

2. Scope

This policy covers all the data that ONS holds to undertake its statutory functions. This includes statistical data and any supporting metadata, for example data obtained through mandatory and compulsory surveys or data obtained from administrative sources in the public or private sectors.

This policy does not include information held by UKSA and ONS for operational purposes.
This policy applies to all UKSA and ONS employees, including staff on fixed term, temporary or permanent contract, staff on secondment, students and contractors.

3. Policy Detail

Data Retention

The data will be retained by ONS for as long as the data are required to enable the production of official statistics and for on-going research purposes unless there is a prescribed timeframe provided by the data supplier.

Data owners will conduct regular reviews along the data journey to ensure maximum use of the data and compliance with third party supplier memoranda of understanding, contracts and data protection legislation. Date will be reviewed periodically according to the sensitivity rating applied to the data.

<table>
<thead>
<tr>
<th>Data Category</th>
<th>Data Review Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal, sensitive (high/medium sensitivity)</td>
<td>Every 2 years</td>
</tr>
<tr>
<td>Aggregate, non-identifiable (low sensitivity)</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>Metadata</td>
<td>To be held for a further 2 years after the data source has been destroyed. This will be reviewed on a case-by-case basis.</td>
</tr>
</tbody>
</table>

Following each review, the data owner will decide whether the data shall be retained for continued use within ONS systems, archived for permanent preservation external to ONS, or securely destroyed.

Data archiving

The data owner will need to consider any other potential uses of the data at the point they are no longer required to ensure maximum benefits are identified, taking into account any legislation, such as General Data Protection Regulation (GDPR), supplier contract conditions or terms of use. The data owner will decide with the KIM Manager whether the data can and should be formally archived to ensure their continuing availability and functionality. Data that are
deemed worthy of permanent preservation shall be deposited at The National Archives (TNA).

Data disposal
Data that is no longer required or cannot be held long-term for legislative purposes, or not deemed worthy for further preservation, will be destroyed appropriately and in accordance with best practise.

4. Policy Statement
Summary of main data retention, data archiving and data disposal principles:
- Data acquired from third parties are retained for no longer than the time-period defined by the memorandum of understanding or contract.
- Personal data are retained in accordance with data protection legislation.
- Data generated by ONS are retained where there is an on-going requirement for access.
- Regular data and metadata reviews are performed dependent on the sensitivity of the data to ensure data are lifecycle-managed.
- Archiving of data is considered at the point the data are no longer of use by ONS to ensure their continued availability and functionality.

5. Roles and responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsible for</th>
<th>Accountable to</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Statistician/Statistics Board</td>
<td>Organisational compliance with data protection legislation</td>
<td>Parliament</td>
</tr>
<tr>
<td>Data Protection Officer</td>
<td>To monitor compliance and provide advice and guidance</td>
<td>National Statistician</td>
</tr>
<tr>
<td>Legal Services</td>
<td>Providing support to the Data Protection Officer</td>
<td>National Statistician</td>
</tr>
<tr>
<td>Chief Security Officer</td>
<td>Ensuring all systems are compliant</td>
<td>National Statistician</td>
</tr>
<tr>
<td>KIM Manager</td>
<td>Records management and document storage</td>
<td>Chief Security Officer</td>
</tr>
</tbody>
</table>
6. Accompanying Guidance

This policy forms part of the ONS policy framework and specifically relates to the following ONS policies:

- Data Protection Policy
- Data security, governance and legislation

7. Point of Contact

KIM.Team@ons.gov.uk