## Data Retention Policy for the London Lorry Control Scheme

**Introduction**

This Data Retention Policy relates specifically to the work carried out by London Councils and its contractors in providing the London Lorry Control Scheme (LLCS). It should be read in conjunction with London Councils Data Protection Policy, Information Security Policy and Record Management Guidelines

This policy has been agreed and implemented with London Councils’ current LLCS CMS contractor and specifies the data retention periods for specific elements of data held in conjunction with the contract. It aims to strike the correct balance between data retention for the purposes of effective reporting, monitoring and service planning, and holding data only for as long as it is needed.

**PCN Data**

All stored evidence attachments from PCN cases should be securely deleted where the last action is over one year old and/or past the warrant registration stage.

The system should automatically archive all records over six months old where the PCN has been paid these should be deleted in line with the requirements for financial data (see below)

The system should automatically delete all records over six months old where the case has been closed and no payment made.

## Permissions Data

Permissions data should be securely deleted after a period of inactivity of four years. This should include haulier accounts that have not been renewed or accessed after this period of time.

## DVLA Data

All DVLA data returned containing keeper details should be securely deleted once a case has progressed to PCN status.

**Financial Data**

All financial records should be kept securely for the period of six full financial years.

All financial records older than six fiscal years should be securely deleted.