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Aspect	G.5 The Fifth Principle	Auditor		Audit ref:	
Question/Check		Evidence (Documents) Examined	Findings and Observations		Result
G.5.1 Retention Policy					
a) (i) What are the criteria for determining the retention periods of personal data? (ii) And how often are these criteria reviewed?					
b) Have the retention periods been implemented and adhered to in practice?					
c) (i) Is a record kept of the dates on which relevant personal data were created and/or obtained? (ii) Do systems include the facility to set retention periods? If so has the facility been used?					
d) Are there any statutory requirements on retention? If so, please give examples.					
KEY: COM = Complies MAJ = Major Non-compliance MIN = Minor Non-compliance OBS = Observation					

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G.5.1 Retention Policy (continued)					
e) Are there any sector standards on retention? If so, please give examples.					
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G.5.2 Review and Deletion of Personal Data					
a) (i) Is there a review policy? (ii) If so, has it been documented?					
b) When it is no longer necessary to retain data which was collected for a particular purpose <ul style="list-style-type: none"> How is a review made of the data to determine whether it should be deleted? How often is the review conducted? Whose is responsible for determining the review? If the personal data are held on a computer, does the application include a facility to flag records for review/deletion? 					
c) Are personal data reviewed at intervals to determine if: <ul style="list-style-type: none"> retention in an archive is necessary or they can be retained in an anonymised format (e.g. if kept only for historical or statistical purposes)? 					
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G.5.2 Review and Deletion of Personal Data (continued)					
d) Are there any exceptional circumstances for retaining certain data for longer than the normal period?					
e) What are they?					
f) Who makes that assessment? (Name and Job title)					
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G.5.3 Deletion of Personal Data					
a) What guidance is provided on deleting personal data no longer relevant when the purpose for processing ceases to exist?					
b) (i) What is your policy on how personal data are deleted/destroyed? (e.g. shredding) (ii) Is this different for sensitive personal data?					
Cross Reference with the Seventh Principle Annex G, Section G.4, Destruction of Personal Data.					
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