

Function	Sub Function	Type of Record	Retention Period (new)	Action	Reasoning	Personal Data?	Special Category Data?
Communications and Marketing	Internal Communications	Internal Newsletters (e.g. Forest Views)	6 years from last modified	Review	Review for historical preservation at BRO	No	No
Communications and Marketing	Internal Communications	Projects	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Internal Communications	Service Communications	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Internal Communications	Staff Awards	6 years from last modified	Delete	Business use	Yes	No
Communications and Marketing	Internal Communications	Staff Communications	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Supplier Management	Photography	6 years from last modified	Delete	Business use	Yes	No
Communications and Marketing	Supplier Management	Publications	6 years from last modified	Review	Review for historical preservation at BRO	Yes	No
Communications and Marketing	Supplier Management	Media Management	6 years from last modified	Delete	Business use	Yes	No
Communications and Marketing	Supplier Management	E-Newsletters	6 years from last modified	Delete	Business use	Yes	No
Communications and Marketing	Supplier Management	Social Media Management	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	Website	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	External Publications	6 years from last modified	Review	Review for historical preservation at BRO	No	No
Communications and Marketing	External Communications	Press Office	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	Service Led Communications	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	Briefings	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	Partnership Communications	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	External Communications	Projects	6 years from last modified	Review	Review for historical preservation at BRO	No	No
Communications and Marketing	External Communications	Videos and Animations	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Graphic Design	Branding	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Graphic Design	Design	6 years from last modified	Delete	Business use	No	No
Communications and Marketing	Emergency Communications	Emergency Communication Plans	10 years from last modified	Delete	Business use	No	No
Communications and Marketing	Image Library	Images containing people	2 years from date permission given	Delete	Business use	Yes	No
Communications and Marketing	Image Library	All other images	Keep Permanently	Review	Review for historical preservation at BRO	No	No