

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
LE1 Leisure Activities								
LE1.1 Leisure/Social								
LE1.1.1	Contact details for Leisure Directory eg local organisations and clubs that provide leisure and social activities in the area		Retain for 2 Years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	Expected to be a dynamic list, constantly updating	
LE1.1.2	Activities and events for young people eg sports, arts, heritage. Registers, contact details and medical details		Retain from date of activity for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE1.1.3	Organised activities for adults eg sports, arts, heritage. Registers, contact details and medical details		Retain from date of activity for 1 year.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE1.1.4	Database of contact details for participants and volunteers for ongoing schemes		Personal data retained until participant is no longer active	SECURE DISPOSAL	Y	OFFICIAL	Expected to be a dynamic list, constantly updating	
LE1.1.5	Photo's and photo consent forms for adult and children's activities.		Retain from date of activity for 2 years.	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		
LE1.1.6	FACS scheme member list		Retain for 1 year after expiry	SECURE DISPOSAL	Y	OFFICIAL		

LE1.1.7	Arts mailing list		Personal data retained until participant is no longer active	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	Expected to be a dynamic list, constantly updating	
LE1.1.8	Accident information Adults and Children		Retain for 7 years (adults) until the age of 21 if a child.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE2 Safeguarding								
LE2.1 Safeguarding Referrals								IL1.2.1
LE2.1.1	Safeguarding children referrals to Surrey County Council (multi agency safeguarding hub referrals)	Children's Act 1989	Retain for 35 years after date of last contact.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE2.1.2	Safeguarding adults refererrals to Surrey County Council (multi agency safeguarding hub referrals)		Retain for 10 years from date of last contact.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE3 Wellbeing Advisor								
LE3.1 Assessment								
LE3.1.1	Referral forms from GP's and assessment forms.		Retain for 6 years unless the CCG informs us otherwise.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
LE4 Service Delivery Consultation								CM3.1

Y

OFFICIAL

N

OFFICIAL - SENSITIVE

NOT PROTECTIVELY MARKED