| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-1208  Responded to: 25th May 2023 |
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Your recent request for information is replicated below, together with our response.

## Does Police Scotland have or should have a procedure, process or an individual that ensures that all legal requirements are met, in relation to updating the retention of information of their records? Please confirm.

## Rather than relying on individuals to query any anomalies that exist.

Please be advised that the information you seek is publicly available on the Police Scotland website within various documents and webpages.

As such, in terms of Section 16 of the Freedom of Information (Scotland) Act 2002, I am refusing to provide you with the information sought. Section 16 requires Police Scotland when refusing to provide such information because it is exempt, to provide you with a notice which:

(a) states that it holds the information,

(b) states that it is claiming an exemption,

(c) specifies the exemption in question and

(d) states, if that would not be otherwise apparent, why the exemption applies.

I can confirm that Police Scotland holds the information that you have requested and the exemption that I consider to be applicable is set out at Section 25(1) of the Act - information otherwise accessible:

*“Information which the applicant can reasonably obtain other than by requesting it under Section 1(1) is exempt information”*

The information you are seeking is available via the following links:-

[Privacy Notices - Police Scotland](https://www.scotland.police.uk/access-to-information/data-protection/privacy-notices/)

[Your Rights - Police Scotland](https://www.scotland.police.uk/access-to-information/data-protection/your-rights/)

[Data Protection Standard Operating Procedure (SOP)](https://www.scotland.police.uk/spa-media/h5cnsyl5/data-protection-sop.docx)

[Record Retention Standard Operating Procedure (SOP)](https://www.scotland.police.uk/spa-media/nhobty5i/record-retention-sop.pdf)

Please note that Police Scotland also has a Data Protection Officer who can be contacted via the following email address:

[DataProtection@scotland.police.uk](mailto:DataProtection@scotland.police.uk)

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by [email](mailto:foi@scotland.police.uk) or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by [email](mailto:enquiries@itspublicknowledge.info) or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.