| Police Scotland logo | Freedom of Information Response Our reference: FOI 23-2565  Responded to: 30 October 2023 |
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Your recent request for information is replicated below, together with our response.

## Looking at the Retention schedule SOP. Various time frames are used before weeding/destroying/deleting information.

## What system does Police Scotland use to ensure weeding/destroying/deleting takes place?

## Is it automatic or does each piece of data have to be manually examined and deleted.

I can advise the method of implementation of these rules depends on the records in question.

Paper records are subject to manual review triggered by retention dates on the records storage index system. Some electronic systems automatically delete records in line with the retention periods and some systems are not able to carry this function out. Police Scotland is actively updating and replacing systems to ensure that they can automatically delete records, however this is a work in progress.

Unstructured electronic data is currently subject to manual review however we are in the process of adopting a system to assist with automatic tagging of files with retention rules.

## Does Police Scotland it a breach legally, GDPR, if it fails to comply with its own Retention Schedules? If so does Police Scotland report itself to the Information Commissioner Office for breaches of non weeding/destroying/deleting?

In terms of the Freedom of Information (Scotland) Act 2002 a public authority is only obliged to provide recorded information.

Under Section 8 of the Act, information which requires opinion or a yes/no response is not in essence a valid request.

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.