

Marketing (Major Projects Team Only) Retention Schedule

Title	Data Protection Issues	Statutory Provisions	Retention Period	Action
Marketing (Major Projects Team Only)				
Email sign-up on EESforschools.org	There may be data protection issues with the manual transfer of data.		Email address will be held on record until the individual unsubscribes. The email address will be removed from requested lists within 1 week and kept on file for one year to ensure the email address is not used in further communications.	Secure deletion of data
Email communications	There may be data protection issues with the manual transfer of data.		Email address will be held on record until the individual unsubscribes. The email address will be removed from requested lists within 1 week and kept on file for one year to ensure the email address is not used in further communications.	Secure deletion of data