

**ACTIONS FROM THE MEETING HELD ON 17 SEPTEMBER 2019**

Action	Description	Status and last updated	Contact Officer
Action 1	That the Audit Manager investigate the timing and process for the deletion of the information from back-up files (Minute 22)	<p>Daily back-up are taken every other day, (Monday, Wednesday and Friday) and are retained for one week. Weekly back-ups are taken every Sunday and are retained for 7 weeks (51 days). Back-ups are automatically be deleted after their retention period.</p> <p>Following discussions with the IT Manager and the Data Protection Officer it was agreed that (where applicable) the retention deadlines adopted by data owners should take into account a period of +51 days during which data that may be backed up on Council systems.</p>	Russell Heppleston, Ext. 7053