| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 24-3212Responded to: 13 January 2025 |
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Your recent request for information is replicated below, together with our response.

**A copy of your data retention policy, detailing how long you keep personnel, IT, and other records.**

The information sought is held by Police Scotland, but I am refusing to provide it in terms of section 16(1) of the Act on the basis that the section 25(1) exemption applies:

“Information which the applicant can reasonably obtain other than by requesting it […] is exempt information”.

The information sought is publicly available:

[Record Retention SOP - Police Scotland](https://www.scotland.police.uk/spa-media/nhobty5i/record-retention-sop.docx)

Please note, this response only covers the section of your request relating to the Record Retention SOP. Our Data Protection team will contact you separately in relation to your Subject Access Request(SAR).

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 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 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.