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Version: []

Effective Date: []

1. Introduction

- 1.1 This document (**Document**), setting out the references to the UK Link Manual in the Uniform Network Code, is the [UK Link Manual Component Document - Annex D2 – CDSP Retention Policy Document] referred to in paragraph [2.1.1(a)(iv)] of the UK Link Manual Framework Document.
- 1.2 This Document is an integral part of and is incorporated in the UK Link Manual.
- 1.3 The version of this Document that is in force and the date from which it is in force, are as stated above.
- 1.4 In this Document:
 - (a) terms defined in the DSC Terms and Conditions and not otherwise defined in this Document shall have the meaning given in the DSC Terms and Conditions;
 - (b) terms defined in any other CDSP Service Document and not otherwise defined in this Document shall have the meaning given in the CDSP Service Document;
 - (c) terms defined in the UK Link Manual Framework Document and not otherwise defined in this Document shall have the meaning given in the UK Link Manual Framework Document; and
 - (d) the further provisions of the DSC Terms and Conditions as to interpretation apply.
- 1.5 This Document may be changed in accordance with the applicable procedures contained in the Change Management Procedures.
- 1.6 The purpose of this Document is to provide the retention policy applied by the CDSP to data within UK Link.
- 1.7 For the purposes of this Document, references to a UK Link User or UK Link Users exclude the CDSP.
- 1.8 In the case of any conflict between the provisions of this Document and the UK Link Terms and Conditions the latter shall take precedence.

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2. Retention Schedule

- 2.1 Data items are shown beneath the logical entity are example data items for illustration.
- 2.2 This Data Retention Policy will be reviewed in line with any reviews of Data Retention by Xoserve.

Functional Data Entity	Length of Time
Invoice and Supporting Data	6 years + Current Year [after issue]
Supply Meter Point Information - Meter Point Reference Number - Meter Point Address - Annual Quantity - Winter Consumption - Correction Factor	6 years [following service being terminated]
Supply Point Information - Shipper - Product Class - Interruption Contract - Seasonal Capacity - Capacity – SOQ / SHQ - Shared Supply Point Details	6 years [provided that Supply Point is no longer Live, or valid within current LiS period]
Contact Details - Consumer Details - Vulnerable Customer Detail - Emergency / Large Site / Interruptible Contact	Deleted once Supply Point Confirmation is end dated – i.e. end dated or superseded by another User Supply Point
Stakeholder – e.g. Participant / Agent - MAM - Shipper - Supplier - Automated Meter Reading Service Provider	6 years [provided stakeholder is not active stakeholder at Supply Meter Point]
Asset Detail - Model details - Asset installation details - Meter; Converter; AMR	6 years [provided that asset detail is not the live asset recorded]
Reading Details - Meter / Converter / Datalogger	6 years [provided that subsequent reading has been received]
Network Information - Network Identities - Locational Details – LDZ / Exit Zone	6 years [following service being terminated]
Forecast / Demand Factors - EUCs - Load Profiles - Weather	6 years
Energy - Allocations - Nominations - Balance Positions - Calorific Value	6 years

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File Transactions - Input - Output	3 months in accessible format. Archived thereafter <u>for retention period of 3 years.</u>
Audit - Record of user name / file / interface precipitating change	6 years [in line with functional data item]

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