

UK LINK MANUAL

[CDSP RETENTION POLICY DOCUMENT]

June 2017

Version 1 For Approval

Version Control

Version	COR	Date of Change	Changes	Author
1 FA	-	June 2017	Update to reflect implementation of UNC Modification 0565A.	David Addison

[STANDARD FRONT END TO BE REVIEWED]

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.

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 [after issue]
Supply Meter Point Information <ul style="list-style-type: none"> - Meter Point Reference Number - Meter Point Address - Annual Quantity - Winter Consumption - Correction Factor 	6 years [following service being terminated]
Supply Point Information <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Consumer Details - Vulnerable Customer Detail - Emergency / Large Site / Interruptible Contact 	Deleted once Supply Point is no longer live – i.e. end dated or superseded by another User Supply Point
Stakeholder – e.g. Participant / Agent <ul style="list-style-type: none"> - MAM - Shipper - Supplier - Automated Meter Reading Service Provider 	6 years [provided stakeholder is not active stakeholder at Supply Meter Point]
Asset Detail <ul style="list-style-type: none"> - Model details - Asset installation details - Meter; Converter; AMR 	6 years [provided that asset detail is not the live asset recorded]
Reading Details <ul style="list-style-type: none"> - Meter / Converter / Datalogger 	6 years [provided that subsequent reading has been received]
Network Information <ul style="list-style-type: none"> - Network Identities - Locational Details – LDZ / Exit Zone 	6 years [following service being terminated]
Forecast / Demand Factors <ul style="list-style-type: none"> - EUCs - Load Profiles - Weather 	6 years
Energy <ul style="list-style-type: none"> - Allocations - Nominations - Balance Positions - Calorific Value 	[6 years]

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