

To: Heads of Food Service.
Lead Food Officers.

25 August 2021

FSS/ENF/21/007

Dear Colleague

Data Retention in SND

We have recently developed software in SND to delete data that is older than our agreed data retention period of 6 years. This software will be activated once annually and will delete data older than the set retention date for that year.

In 2021 the retention date will be set to **01/04/2015**. The following rules will determine the data to be deleted:

- Food Establishment records for businesses that ceased trading before 01/04/2015 will be deleted. Deletion of the Food Establishment record will also delete any activities pertaining to that establishment, for example, Interventions, Risk Ratings, Enforcement Actions, Service Requests, FHIS records.
- All FHIS records dated before 01/04/2015 will be deleted unless the record is the only FHIS record for the Food Establishment. The latest chronological record will be kept.
- All Risk Rating records (FH, FS, FL) dated before 01/04/2015 will be deleted, unless the record is the only Risk Rating record held for that Food Establishment. The latest chronological record will be kept.
- All Intervention, Enforcement Action, Service Request (complaint), and Conviction records dated prior to 01/04/2015 will be deleted.
- All Sample records dated prior to 01/04/2015 will be deleted from SND. Note that this does not impact Sample records held in SFSD.

The deletion process for 2021 is as follows:

1. The report process will be completed today, 25th August 2021. At this step the data will not actually be deleted but the report will highlight all records that will be deleted.
2. SND Administrators in each LA now have an opportunity to review the data before it is deleted. The report dashboard is available via the Admin menu in SND and is named 'Data Retention'. All SND Administrators in Local Authorities have access to this report.
3. If LA SND Administrators have any queries about the data to be deleted then these should be directed to jacquie.sutton@fss.scot.
4. Following the opportunity to review, FSS and MacLaren West plan to run the deletion process on **1st October 2021**. Following deletion there will be no opportunity to restore any of the data to SND but the deletion report will remain available.

Note that the deletion report contains minimum data and is intended to be used for review and future troubleshooting only. The data supplied on the report is:

- Item Type, for example, Food Establishment, Sample, Intervention.
- SND Food Establishment Unique Identifier.
- SND Item Unique Identifier.
- MIS Food Establishment Unique Identifier.
- MIS Item Unique Identifier.
- Food Establishment Ceased Trading Date (where applicable).
- Date used to determine deletion.

It is possible that data deleted from SND is still available in your MIS. If this data is modified in your MIS then it may be transferred to SND via the routine weekly transfer. This will not cause a problem in SND and the data will remain there until the next annual deletion.

Please don't hesitate to get in touch with me at jacquie.sutton@fss.scot if you need to confirm or change your current SND Administrators, and if you have any other questions.

Yours sincerely

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