AVON FIRE AUTHORITY
DATA PROTECTION ACT 1998
RETENTION POLICY STATEMENT

- **Avon Fire & Rescue Service is committed to working within the principles and guidelines of the Data Protection Act 1998 and the Freedom of Information Act 2000 with regard to the retention of information**

- **A Code of Practice –detailing retention times set by professional organisations, legal requirements etc - can be provided by making a written or electronic request to the Head of Service Improvement Directorate, Fire & Rescue Service Headquarters, Temple Back, Bristol BS1 6EU or www.avonfire.gov.uk**

- **Where no professional or legislatory guidelines are in force, Section Heads set their own specific retention times according to their experience and knowledge of working with that information**