



Cafcass National Office  
3rd Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

**Your ref: CAF 15-164**  
**Our ref: Gov/CAF 15-164**

Tel 0300 456 4000

21 September 2015

## **Re: Freedom of Information Request**

Thank you for your email of 21 September 2015. You made the following requests for information:

[Can we also request that I been sent copies of your retention policy](#)

Please see below for our response.

For information relating to the retention of case-related information, please see the Cafcass [Case Recording and Retention Policy](#) available on our website. Section 10 sets out the policy for 'Retention and deletion of ECMS and supplementary paper case information' (page 9).

The Cafcass [Information Assurance Policy](#) is also relevant in relation to retention of information which is not case-related; please see its [Appendix](#) which sets out retention periods for this type of information.

We hope that you feel your question has been answered effectively. If you are unhappy with the decisions made in relation to your request, you may ask for an internal review to be undertaken. If you are dissatisfied with the way the internal review is handled or with the final decision made at that review about the information released, you are free to contact the Information Commissioner's office ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)):

**Post**  
Information Commissioner's Office  
Wycliffe House, Water Lane,  
Wilmslow,  
Cheshire  
SK9 5AF

**Fax**  
01625 524 510  
**Tel**  
0303 123 1113  
**E-mail**  
[casework@ico.org.uk](mailto:casework@ico.org.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive





Yours sincerely,

Governance Team

Cafcass

[Governance@cafcass.gsi.gov.uk](mailto:Governance@cafcass.gsi.gov.uk)

Baroness Tyler of Enfield Chair  
Anthony Douglas CBE Chief Executive



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Cafcass National Office, 3<sup>rd</sup> Floor, 21 Bloomsbury Street, London, WC1B 3HF | DX Cafcass 310101 Bloomsbury 11