DPS Compliance Hub

DATA RETENTION WORKSPACE

Keep what matters. Know what can go.

Turn retention policy into practical, accountable action.

Identify ageing information. Involve the people who know it. Record why it is retained or approved for disposal.

01
Discover
Ageing information

02
Review
Policy and purpose

03
Decide
An accountable owner

04
Evidence
Recorded outcomes

A clearer retention programme.
Less manual coordination.
Evidence you can follow.

Organisation licences from £149 per month

Plus £495 onboarding. Prices exclude VAT.

Practical support for key GDPR Article 5 principles.

dpscompliancehub.com

FROM POLICY TO ACTION

A decision process your team can use.

Bring your retention schedule, source information, owner reviews and decision records into one working environment.

01 Define the rules

Record categories, accountable owners, retention periods, starting events and the purpose for keeping information.

02 Find what needs attention

Use age inventories and scoped reviews to identify candidate records. An age threshold starts a review; it does not authorise deletion.

03 Ask the right owner

Review context and applicable obligations. Retain justified exceptions with a reason and review date, or flag eligible records for authorised disposal.

04 Record what happened

Keep review decisions and supported disposal outcomes together. Follow up exceptions, incomplete sources and the next review.

Oversight without unnecessary exposure

Enterprise views focus on aggregate counts and owner follow-up. Personal review works within the user's approved source scope.

PRACTICAL CONTROL

Visibility, responsibility and a clear record.

Support a repeatable retention programme across the people, policies and approved sources in scope.

Policy and retention schedule

Give each category an owner, period, starting event and justification. Tailor the schedule to your business.

Enterprise oversight

See age candidates and incomplete coverage. Request owner reviews without exposing individual content in the aggregate view.

AI-supported assessment

Use scoped assessments to help review records against the schedule. People remain responsible for the retention decision.

Folder and batch review

Browse saved scan results, build an eligible selection and manage exceptions. Batch actions follow the supported source workflow.

Holds and justified retention

Check preservation requirements before disposal. Record continuing purpose, reasons and the next review.

Controlled disposal and evidence

Supported owner-authorised email moves and OneDrive recycling retain a record of outcomes. Recovery follows the source system.

Start with an agreed scope

The published packages cover one organisation and one Microsoft 365 tenant, including approved SharePoint sites. Discuss Google Workspace, network folders, additional tenants and specialist sources with DPS before onboarding.

Connector availability, permissions and recovery settings determine supported actions. Retention rules require organisational approval; the workspace does not determine legal duties or guarantee compliance.

DATA PROTECTION COMPLIANCE

Put Article 5 into practice.

The workspace supports key principles under Article 5 of the UK GDPR and EU GDPR by helping your team apply and evidence retention decisions.

ARTICLE 5(1)(b)

Purpose limitation

Record the reason for keeping each category of information. Ask owners to justify continued retention against the purpose and applicable obligations.

ARTICLE 5(1)(c)

Data minimisation

Identify information that may no longer be needed. Support owner review and authorised disposal of unnecessary records within the agreed scope.

ARTICLE 5(1)(e)

Storage limitation

Use defined periods and starting events, identify ageing records and schedule reviews of justified exceptions. Check preservation requirements before disposal.

ARTICLE 5(2)

Accountability

Keep the schedule, accountable owners, review reasons and supported disposal outcomes together to help demonstrate how retention decisions are made.

Your organisation approves its retention rules and remains responsible for compliance. Retention periods depend on the record, purpose and applicable duties; age alone does not authorise deletion.

Further reading

UK GDPR Article 5 | EU GDPR Article 5 | ICO storage limitation guidance

PREDICTABLE ORGANISATION LICENSING

Licensing that fits.

One organisation licence, based on covered Microsoft 365 accounts, with an annual AI assessment allowance.

Plan	Monthly	Accounts	AI / year
Essentials	£149	Up to 25	60,000
Professional	£349	Up to 100	240,000
Business	£699	Up to 250	600,000
Enterprise	Quoted	Over 250	Agreed

£495 one-off onboarding

Connection, configuration and administrator training. Retention policy consultancy and large historical clean-up projects are quoted separately.

Save 10% with annual payment

Essentials £1,609.20/year | Professional £3,769.20/year
Business £7,549.20/year. All prices exclude VAT.

Covered account. A selected Microsoft 365 mailbox/OneDrive identity; shared mailboxes count where included. Administrator and DPO oversight access are included.

AI assessment. One successfully completed assessment of an email or document version. Failed attempts and viewing an existing finding do not consume a new assessment.

Additional scope. Approved SharePoint assessments use the same allowance. Extra assessment packs, extra tenants, other platforms and substantial initial backlogs are agreed separately.

See how it fits your organisation.

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