

## FORMS

35 Q R W L F R K H O S W 35 Q R V R K U S H O R D Q U F I R U P V < R O K R Z D V C H W O D X P B F I U G B \ V  
I R W K H S R V W V I R B B V H E F U S G H \ J U H D X V G R I F O D M W L F O D O B E C G H L M G R I D N H Z V O O H W K L  
R S W L R Q L V V H V O H L W O W S I O V E B I P T O K L A K R X E O I G G R O O H H J L V R U L L F O M J D O A Z D D I W H U W K L V  
E H H Q V H W Q H Z S R V W R W W K L H O Q H E Z H O W O D B H H I H O N R Z V H W W K L H O J I R U F P O Two years is the  
max limit that needs to be in place (to prevent data being held indefinitely), data should not be held for  
longer than the required for the purpose the data is gathered for. For example, if there's no reason to hold  
the data for more than three months for a specific form, then the limit should be set accordingly.

Creating & Adding Forms to a Webpa D U M H Ã ° @ 0 ¿ K H Q ð I W G ` I R T M

+DYLOJ DGGHG WKH RHOBRH QWUH WKD VZVQO UWRQ ERXQHF WKHQ VHW WK  
HDFK RI WKHVH E\ FOLFNLQJ RQ HD RKKHUVHFG QKLVVZBOI RUKWQHG VHSQHV

6HW WKH SURSHUWLHV IRU HDFK R  
YDU\ GSHQGLOJ RQUVBHPWQSW BG  
WKHLQDDOO\ VZLVREHP WR RWWKWDJEVZKL  
DOORZ \RX WRR VPHW WKD KHRXG LDVQO DGMXV  
VHWWLQJV

