

DATA RETENTION SCHEDULE FOR PERSONAL INFORMATION ONLY

The Table below sets out retention periods for Personal Data held and processed by the Association. It is intended to be used as a guide only. The Association recognises that not all Personal Data can be processed and retained for the same duration, and retention will depend on the individual circumstances relative to the Data Subject whose Personal Data is stored.

We hold a full Data Retention Schedule which contains Personal and non-Personal data for the Association which is based on the National Housing Federations recommendations.

1. Contents of an Employee file

Item	Retention Period
Job Description / Person Specification	While employed and removed on termination
Application form	While employed and removed on termination
Confirmation of pre-employment checks	While employed and removed on termination
Right to work	While employed & for 2 years after employment has ended
Contact Information	While employed and removed on termination
Induction information	While employed and removed on termination
Terms & Conditions of Employment	While employed and for 6 months after the employment has ended

Signed staff handbook sheet	While employed and for 6 months after the employment has ended
Payroll information	Please refer to the information note on retention periods (Please note bank details can be deleted once employment has ended)
Professional Registration Details	While employed and removed on termination
Driving licence and relevant car insurance check	While employed and removed on termination
Copies of qualifications	While employed and removed on termination
Sickness absence	While employed but please refer to the information note on retention period – specifically statutory sick pay records
Informal Actions	While the informal action is live
Disciplinary information	While the warning is live
Grievance information	1 year after the grievance process has concluded for the purposes of TUPE
Appraisals / personal development plans	The most up to date appraisal or personal development plan
Training and Development Records	While employed - agreements should be retained while they are in place
Annual leave	Current and the record from previous years annual leave

Other leave	Please refer to the information note on retention periods
Accident / adverse event reports	3 years after employment has ended
Workforce agreements / working time agreements	Please refer to the information note on retention periods
Resignation letter and confirmation of resignation from the employer	6 months after the employment has ended
Dismissal / end of employment records	6 months after employment has ended
Exit interview	Relevant information extracted for reporting purposes then it can be confidentially destroyed

2. Retention periods for information associated with employment and Workers.

Within the UK there are certain retention periods that are statutory and some that are recommended.

Statutory Retention Periods

Type of Record	Retention Period
Accident Books, accident records/reports	3 years after the date of the last entry of any accident records/reports; or if the accident involves a child/young adult, then until that person reaches the age of 21.
Accounting Records	3 years for private companies, 6 years for public limited companies
Income tax and NI returns, Income tax records	Not less than 3 years after the end

and Correspondence with HMRC	of the financial year to which they relate
Medical Records and details of biological tests under the Control of Lead at Work	40 years from the date of last entry
Medical Records as specified by the control of substances Hazardous to Health Regulations (COSHH)	40 years from date of last entry
Medical Records under the Control of Asbestos at Work Regulations:	40 years from the date of the last entry (medical records) 4 years from the date of issue (medical examination certificates)
Medical Records under the Ionising Radiations Regulations	Until the person reaches the age of 75, but in any event at least 50 years
National Minimum Wage Records	3 years after the end of the pay reference period following the one that the records cover
Retirement Benefit schemes; notifiable events e.g. incapacity	6 years from the end of the scheme year in which the event took place
Statutory Maternity Pay records, calculations, certificates (MAT B1's) or other medical evidence	3 years after the end of the tax year in which the maternity period ends
Statutory Sick pay records calculations, certificates, self-certificates	3 years after the end of the tax year to which they relate

Wage/salary records (overtime, bonuses, expenses)	6 years
Working Time Records	2 years from the date on which they were made
Records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regulations 1995, records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents	6 years from the end of the scheme year in which the event took place, or the date upon which the accounts/ reports were signed/completed
Assessments under the Health and Safety Regulations and records of consultations with Safety Representatives and committees	Permanently
Parental Leave	5 years from the birth/adoption of the child or 18 years if the child is disabled
Personal files and training records (including disciplinary records and working time regulations records)	6 years after employment ceasing
Redundancy details, calculations of payments and refunds	6 years from the date of redundancy
Time Cards	2 years after the audit
Trade Union Agreements	10 years after ceasing to be effective
Disclosure Scotland Information	90 days

Recommended Retention Periods

Type of Record	Retention Period
Application Forms and interview notes for (unsuccessful candidates)	6-12 months from the date of being unsuccessful
Parental Leave	18 years from the birth of the child
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Pensioners' records	12 years after benefits ceases
Redundancy details	6years from date of termination
Sick Pay records	6 years from when employment ceases
Timesheets	2 years
Trade Union Agreements	10 years from the agreement ceasing to be in effect

3. Other Information that contains Personal Data

Board Members Documents	5 years after cessation of membership
Documents relation to successful tenders	6 years after end of contract
Documents relating to unsuccessful form of	2 years after notification

tender	
Applicants for accommodation	6 years
Housing Benefits Notifications	Duration of Tenancy
Tenancy files	Duration of Tenancy and 6 years post tenancy
Former tenants' files (key info)	5 years
Records re offenders. Ex-offenders (sex offender register)	Duration of Tenancy
Lease documents	5 years after lease termination
ASB case files	5 years/end of legal action
Minute of factoring meetings	Duration of appointment
Care & Repair adaptation documents	10 Years (part of title deeds as per grant)
Small Repairs Service documentation	5 Years (as per ELC service level agreement)