



## Data Retention Schedule

The table below sets out retention periods for Personal Data held and processed by the Group. It is intended to be used as a guide only. The Group 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.

Type of record	Suggested retention time
Current personal files	All data for the duration of employment, except where Conditions of Employment applies
Former personal files including training records and notes of disciplinary and grievance hearings	General info 6 months after employment ceases 3 years for health records
Signed contract of employment & changes to original terms	Whilst employed and for 6 months after employment has ended
Facts relating to redundancies, including redundancy details, calculations of payments, refunds, notification to the Secretary of State	7 years from the date of the redundancy if less than 20 redundancies. 12 years if 20 or more redundancies.
Staff appraisals	2 years on file
Training & development	Whilst employed and for 6 months after employment has ended
Employment application forms, interview notes	12 months from date of interviews. Successful applicant documents will be transferred to personal file.
Documents proving the right to work in the UK	2 years after employment ceases.

Payroll	7 years after the end of the tax year they relate to
Income tax, NI returns, correspondence with tax office	At least 7 years after the end of the tax year they relate to
Retirement benefits schemes – notifiable events, e.g. relating to incapacity	7 years from end of the scheme year in which the event took place
Pension records/payments/auto enrolment	7 years 3 years for opt-out data
Statutory maternity/paternity and adoption pay records, calculations, certificates (MAT 1Bs) or other medical evidence	7 years after the end of the tax year to which they relate
Parental Leave	18 years
Statutory Sick Pay records, calculations, certificates, self-certificates	7 years
Wages/salary records, expenses, bonuses	7 years
Accident books and records and reports of accidents	3 years after the date of the last entry. If accident involves child / young adult, then keep until they reach 21 years old.
Health and Safety assessments and records of consultations with safety representatives and committee	Permanently
Health records	During employment and 3 years thereafter if reason for termination of employment is connected to health
Membership Register	Electronic register permanently. Paper register only with current members.
Board Members Documents	5 years after no longer on Board
Documents relation to successful tenders	5 years after end of contract

Documents relating to unsuccessful form of tender	5 years after notification
Current tenant data/house files	All records retained for the duration of the tenancy
Former tenant data/house files	Up to 5 years following termination of tenancy
Applicants for accommodation	Live while being considered for housing / when become tenant, retained for 5 years
Third Party documents re care plans	Duration of Tenancy
Records re offenders. Ex-offenders (sex offender register)	Duration of Application / Tenancy
Lease documents	5 years after lease termination
ASB case files	Closed cases up to 3 years and/or end of legal action
Board meetings minutes	Permanently
Residents meetings papers and minutes	1 year
Minute of factoring meetings	Duration of appointment
Factored owners	Duration of being the appointed factor ( unless there is debt, where info will be retained for up to 5 years)
Complaint information	3 years