

DATA RETENTION GUIDELINES

The following retention guidelines give suggested minimum periods for keeping various type of records. If you are in any doubt please seek advice from your Data Protection Officer.

Key

Destroy – Ephemeral material which can be discarded once its purpose has been served. Do not destroy if there is any possibility that the document may be required as evidence.

Health and Safety Records

| SUBJECT OF THE RECORDS | RETENTION PERIOD | DISPOSAL METHOD/ACTION | STATUTORY AUTHORITY/ RETENTION SOURCE |
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| Assessments under health and safety regulations and records of consultations with safety representatives and committees | Permanently | Retain in the Parish offices | CiPD Recommendation - Keeping Records Factsheet https://www.cipd.co.uk/Export/ToPdf?path=%252fknowledge%252ffundamentals%252fpeople%252fhr%252fkeeping-records-factsheetb |
| Minutes and reports of Health and Safety meetings | Permanently | Retain in the Parish offices | Church of England - Save or Delete...? The Care of Diocesan Records |
| Health and Safety Risk Assessments | Keep until replacement | Retain in the Parish offices | Church of England - Save or Delete...? The Care of Diocesan Records |
| First Aid Training | 6 Years after employment | Destroy | Health and Safety (First Aid) Regulations 1981. |
| Fire Warden Training | 6 Years after employment | Destroy | Fire Precautions (Workplace) Regulations 1997. |
| Health and Safety Policy Statement | 6 years and revise | Revision | Church of England - Save or Delete...? The Care of Diocesan Records |
| Health and Safety representatives and employees' training | 5 Years after employment | Destroy | Health and Safety (Consultation with Employees) Regulations 1996; Health and Safety Information for Employees Regulations 1989 |
| Accident books, accident records/reports | 3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). | Destroy | The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below). |

HR Records

| SUBJECT OF THE RECORDS | RETENTION PERIOD | DISPOSAL METHOD/ACTION | STATUTORY AUTHORITY/ RETENTION SOURCE |
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| Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence | 3 years after the end of the tax year in which the maternity period ends. | Destroy | The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. |
| Paternity/Shared parental Leave records | You must keep records for at least three years from the end of the tax year they relate to. | Destroy | https://www.gov.uk/shared-parental-leave-and-pay-employer-guide/record-keeping |
| Coronavirus Job Retention Scheme - records of the furlough agreement including: the amount claimed, claim period for each employee, the claim reference number and calculations in case HMRC need more information. For employees on flexible furlough - usual hours worked and the calculations required. | 6 years for furlough records. (The guidance says employers should retain the written furlough agreement for 5 years. But HMRC can retrospectively audit all claims so it is important to keep a copy of all records for 6 years minimum.) | Destroy | The record keeping requirement appears to be in the statutory guidance 'Claim for wages through the Coronavirus Job Retention Scheme'. |
| Records relating to children and young adults | Until the child/young adult reaches the age of 21. | Destroy | Limitation Act 1980 |
| Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity | 6 years from the end of the scheme year in which the event took place and other records as long as they remain up-to-date and relevant | Destroy | The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103) |
| Working time records including overtime, annual holiday, jury service, time off for dependents, etc | 2 years from date on which they were made | Destroy | The Working Time Regulations 1998 (SI 1998/1833) |
| Parental leave | 18 years from the birth of the child | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |

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| <p>Personnel files and training records (including contact details, emergency contacts, details about dependants, tax, bank details, annual performance assessment, formal disciplinary records, grievance records, job descriptions, training, termination documentation and working time records)</p> | <p>6 years after employment ceases</p> <p>(it may be unreasonable to refer to expired warnings after two years have elapsed)</p> | <p>Destroy</p> | <p>CiPD Recommendation - Keeping Records Factsheet</p> <p>Retention of HR Records Factsheets CiPD</p> <p>Church of England - Save or Delete...? The Care of Diocesan Records</p> |
| <p>Personnel records relating to employees with contact with children including annual performance assessment, formal disciplinary records, grievance records, job descriptions, training, termination documentation.</p> | <p>Indefinitely after employment ceases</p> | <p>Destroy (only after Safeguarding Team agreement)</p> | |
| <p>Resignation and Retirement details</p> | <p>6 years after employment ceases</p> | <p>Destroy</p> | <p>CiPD Recommendation</p> |
| <p>Professional Memberships</p> | <p>6 years after employment ceases</p> | <p>Destroy</p> | <p>CiPD Recommendation</p> |
| <p>Recruitment application forms and interview notes (for unsuccessful candidates)</p> | <p>6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants documents will be transferred to the personnel file in any event.</p> | <p>Destroy</p> | <p>CiPD Recommendation - Keeping Records Factsheet</p> <p>Retention of HR Records Factsheets CiPD</p> <p>Church of England - Save or Delete...? The Care of Diocesan Records</p> |
| <p>References for leavers from the organisation</p> | <p>At least one year after the reference is given to meet the limitation period for defamation claims.</p> | <p>Destroy</p> | <p>CiPD Recommendation - Keeping Records Factsheet</p> |

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| | | | Retention of HR Records Factsheets CIPD |
| Redundancy details, calculations of payments, refunds, notification to the Secretary of State | 6 years from the date of redundancy | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CIPD |
| Senior executives' records (that is, those on a senior management team or their equivalents) | Permanently for historical purposes. | Retain in the Parish offices | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CIPD |
| Statutory Sick Pay records, calculations, certificates, self-certificates | <p>The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers must still keep sickness records to best suit their business needs. It's advisable to keep records for at least 6 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there's a personal injury claim, the limitation is 3 years. If there's a contractual claim for breach of an employment contract, it may be safer to keep records for 6 years after the employment ceases. Employers should keep a record of SSP paid because of COVID-19 as this can be claimed back from HMRC for 3 years after the end of the tax year. HMRC may request records.</p> | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CIPD |

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| Terms and conditions/Contract of employment | Review 6 years after employment ceases or the terms are superseded | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |
| Flexible Working Requests | 18 months following any appeal. This is because a further request cannot be made for 12 months following a request plus allowing for a 6 month tribunal limitation period on top. | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |
| Medical history/Record of Disability | 6 years after employment ceases | Destroy | CiPD Recommendation |
| Occupational Health Reports | 6 years after employment ceases | Destroy | CiPD Recommendation |
| Driving Records/offences/ Insurance | Details of offences Must be removed once the conviction is spent. | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |
| Religious affiliation (where GoR) | Remains on Personnel file until made a leaver. All manual forms destroyed after entry into the HR system/Spreadsheet | Destroy | CiPD Recommendation |
| UK Visa details / Right to Work in UK | 2 years after employment ends. As this is only a "recommended" retention guideline, I would be more comfortable with retaining any right to work information for the full period of time that we hold personal files for (6 years plus the current) in case there is ever a query going back that far. It is not a statutory retention period. | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |
| Ethnicity | Remains on Personnel file until made a leaver. All manual | Destroy | CiPD Recommendation |

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| | forms destroyed after entry into the HR system/Spreadsheet | | |
| Sexual Orientation | Remains on Personnel file until made a leaver. All manual forms destroyed after entry into the HR system/Spreadsheet | Destroy | CiPD Recommendation |
| Racial and Ethnic Origin | Remains on Personnel file until made a leaver. All manual forms destroyed after entry into the HR system/Spreadsheet | Destroy | CiPD Recommendation |
| Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process | Within 6 months of the recruitment decision being made | Destroy DBS certificate is not allowed to be retained for longer than 6 months, it is permissible to keep a record of the date of the check; the name of the person; the type of certificate requested and its reference number; the position for which the certificate was requested; and the actions taken. If such records are stored on a central register a cross reference must be held on the file of the individual concerned. | Church of England - Save or Delete...? The Care of Diocesan Records Church of England - Records management toolkit Safeguarding Records - Retention – December 2015 |
| Payroll wage/salary records (also overtime, bonuses, expenses) | 6 years from the end of the tax year to which they relate. | Destroy | Taxes Management Act 1970 |
| Annual Leave Records | 2 years after the leave is taken. | Destroy | Church of England - Save or Delete...? The Care of Diocesan Records |
| Termination of employment, for example early retirement, severance or death in service | at least 6 years although the ICO's retention schedule suggests until employee reaches age 100. | Destroy | CiPD Recommendation - Keeping Records Factsheet Retention of HR Records Factsheets CiPD |
| Time cards | 2 years after audit | Destroy | CiPD Recommendation - Keeping Records Factsheet |

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| Subject Access Request | 1 year following completion of the request | Destroy | Data Protection Act 2018 |
| Whistleblowing documents | 6 months following the outcome (if a substantiated investigation). If unsubstantiated, personal data should be removed immediately. | Destroy | Interest disclosure Act 1998 and recommended IAPP practice. |