

# Data / Records Retention Schedule

## 1 Introduction

- 1.1 This Record retention schedule accompanies and is incorporated into the Company's Record management policy. It sets out the time periods that different types of (employment-related) business records must be retained for business and legal purposes. This is a relatively lengthy document listing the many types of employment-related records used by the Company and the applicable retention periods for each record type.
- 1.2 The retention periods are based on business needs and legal requirements. If you maintain any types of records that are not listed in this Schedule, and it is not clear from the existing record types in this Schedule what retention period should apply, please contact the Commercial Department for guidance.
- 1.3 Any deviation from the retention periods in this Schedule must be approved in advance by Commercial and Legal Manager.

## 2 Employment Records

### 2.1 Personnel records

Record	Recommended Retention Period	Storage Format	Reference
Rejected job applicant records, including: contact details application letters or forms CVs references certificates of good conduct interview notes assessment and psychological test results	Six months after applicant is notified of rejection unless the applicants requests that their details are retained.	Paper or electronic	<a href="#">ICO Employment Practices Code para 1.7 Equality Act 2010, s 123</a>
Application records of successful candidates, including: application letters or forms copies of academic and other training received references correspondence concerning employment CVs interview notes and evaluation forms assessment and psychological test papers and results	Six years after employment ceases	Paper or electronic	<a href="#">Limitation Act 1980 (LA 1980)</a> , s 5
Criminal records information: criminal records requirement assessments for a particular post	Criminal records requirement assessments for a particular post—12 months after the assessment was last used	Paper or electronic	<a href="#">DBS guidance for employers: Duration of criminal record check validity</a>

Record	Recommended Retention period	Storage Format	Reference
criminal records information forms the Disclosure and Barring Service (DBS) check forms DBS certificates			<a href="#">ICO Employment Practices Code Nov 2011, part 1.7.4</a>
Employment contracts, including: personnel and training records written particulars of employment changes to terms and conditions	Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases	Paper or electronic	<a href="#">LA 1980, ss 5, 8</a>
Directors' service contracts and any variations	Six years from termination or expiry of the contract, unless executed as a deed, in which case 12 years from termination or expiry	Paper or electronic	<a href="#">LA 1980, ss 5, 8</a> <a href="#">Companies Act 2006, ss 227 and 228</a>
Copies of identification documents (e.g. passports)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order <a href="#">SI 2007/3290, Art 6(1)(b)</a>
Identification documents of foreign nationals (including right to work)	Not less than two years from date of termination of employment	Paper or electronic	Immigration (Restrictions on Employment) Order <a href="#">SI 2007/3290, art 6(1)(b)</a>
Records concerning a temporary worker	Six years after employment ceases	Paper or electronic	<a href="#">LA 1980, s 5</a>
Employee performance records, including: probationary period reviews review meeting and assessment interviews appraisals and evaluations promotions and demotions	Six years after employment ceases	Paper or electronic	<a href="#">LA 1980, s 5</a>
Records relating to and/or showing compliance with Working Time Regulations 1998 including: registration of work and rest periods working time opt-out forms	Two years from the date on which the record was made	Paper or electronic	Working Time Regulations 1998, <a href="#">SI 1998/1833, reg 9</a>
Redundancy records	Six years from date of redundancy	Paper or electronic	<a href="#">LA 1980, s 5</a>
Annual leave records	Six years after the end of each tax year	Paper or electronic	<a href="#">LA 1980, s 5</a>
Parental leave records	Six years after the end of each tax year	Paper or electronic	<a href="#">LA 1980, s 5</a>

Record	Recommended Retention Period	Storage Format	Reference
Sickness records	Six years after the end of each tax year	Paper or electronic	<a href="#">LA 1980, s 5</a>
Records of return to work meetings following sickness, maternity etc	Six years the end of each tax year	Paper or electronic	<a href="#">LA 1980, s 5</a>

### 3 Payroll and Salary Records

Record	Recommended Retention period	Storage Format	Reference
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	Six years	Paper or electronic	Taxes Management Act, 1970 s 12B  <a href="#">Finance Act 1998, Schedule 18, para 21</a>
Pay As You Earn (PAYE) records, including: <ul style="list-style-type: none"> <li>wage sheets</li> <li>deductions working sheets</li> <li>calculations of the PAYE income of employees and relevant payments</li> </ul>	Three years	Paper or electronic	Income Tax (Pay As You Earn) Regulations 2003, <a href="#">SI 2003/2682, reg 97</a>
Income tax and NI returns, income tax records and correspondence with HMRC	Three years after the end of the financial year to which they relate	Paper or electronic	Income Tax (Employments) Regulations 1993, <a href="#">SI 1993/744, reg 55</a>
Records demonstrating compliance with national minimum wage requirements	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	Paper or electronic	National Minimum Wage Regulations 2015, <a href="#">SI 2015/621, reg 59</a>
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	Six years (but general time limit under the <a href="#">TMA 1970</a> is reducing to four years from 1 April 2012)	Paper or electronic	<a href="#">Taxes Management Act 1970</a>
Employee income tax and national insurance returns and associated HMRC correspondence	Three years from end of tax year to which they relate	Paper or electronic	Income Tax (Pay as You Earn) Regulations 2003, <a href="#">SI 2003/2682, reg 97</a>

Record	Recommended Retention period	Storage Format	Reference
Statutory sick pay (SSP) records	Three years after the end of the tax year to which they relate	Paper or electronic	<p>The requirement to maintain SSP records for three years after the end of the tax year to which they relate was revoked in 2014, but an employer may still be required by HMRC to produce such records as are in his possession or power which contain, or may contain, information relevant to satisfy HMRC that statutory sick pay has been and is being paid.</p> <p>The Statutory Sick Pay (General) Regulations 1982, <a href="#">SI 1982/894, reg 13(A)</a></p>
Wage or salary records (including overtime, bonuses and expenses)	Six years	Paper or electronic	<a href="#">Taxes Management Act 1970, s 43</a>
Records relating to hours worked and payments made to workers	Three years	Paper or electronic	<p>National Wage Act 1998, s 9</p> <p>The National Wage Regulations 1999, reg 38</p>
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	Three years after the end of the tax year in which the period of statutory pay ends	Paper or electronic	Statutory Maternity Pay (General) Regulations 1986, <a href="#">SI 1986/1960, reg 26</a>

#### 4 Health and Safety Records

Record	Recommended Retention Period	Storage Format	Reference
<p>Records of reportable injuries, diseases or dangerous occurrences</p> <ul style="list-style-type: none"> <li>• reportable incidents</li> <li>• reportable diagnoses</li> <li>• injury arising out of accident at work (including</li> </ul>	Three years from date of the entry	Paper or electronic	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013), <a href="#">SI 2013/1471, reg 12</a>

Record	Recommended Retention Period	Storage Format	Reference
Contechs' accident book)			
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record	Paper or electronic	The Control of Substances Hazardous to Health Regulations 2002 (COSHH 2002), <a href="#">SI 2002/2677, reg 11</a>
Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under COSHH)	Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record  Otherwise, five years from the date of the last entry made in the record	Paper or electronic	COSHH 2002, reg 10(5)
Records of tests and examinations of control systems and protective equipment under COSHH	Five years from the date on which the record was made	Paper or electronic	COSHH 2002, reg 9