

Type of Data Held	Location of Data	Source of Data	Reason for Data Being Held	Retention Period	Reason for Retention Period	Delete/ Anonymise
Full Name	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations	6 years after having left employment	Claims can be brought up to 6 years after the end of employment so this information may be needed in the event of a claim being brought	Anonymise
Date of birth	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete
Full address	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete
Previous addresses	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations	6 months after record is updated	The information may be needed for a short period after it has been changed to confirm previous address history	Delete
Telephone numbers	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete
Personal email address	Network Storage / Physical files / ADP / Aegon	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete
Gender	Network Storage / Physical files / ADP / Aegon	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete or anonymise
Marital status	Network Storage / Physical files	Employee as part of fair processing notice	Contractual Obligations	1 year after having left employment		Delete
Next of kin and emergency contact information	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations Vital Interests	1 year after having left employment		Delete
National Insurance Number	Network Storage / Physical files / ADP / Aegon	Employee as part of fair processing notice	Contractual Obligations Legal Obligations	7 years after having left employment	Tax reporting purposes	Delete
Bank details	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations Legal Obligations	6 months after having left employment		Delete
Tax Codes	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations Legal Obligations	7 years after having left employment	Tax reporting purposes	Delete

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Payroll Information	Network Storage / Physical files / ADP	Employee as part of fair processing notice	Contractual Obligations Legal Obligations	7 years after having left employment	Tax reporting purposes	Delete
Copy of driving licence	Physical files	Employee as part of fair processing notice	Contractual Obligations Legal Obligations	1 year after having left employment		Delete
Medical information (i.e. information relating to disabilities or medical information that may be needed).	Network Storage / Physical files	Employee Medical Professional Occupational Health	Contractual Obligations Legal Obligations Vital Interests To enable us to ensure your health and safety in the workplace, to assess your fitness for work, to provide reasonable adjustments where necessary and to monitor and manage sickness absence and administer pay and benefits	6 months after leaving employment, unless the data needs to be retained for the purposes of defending claims, or reporting or compliance with our legal obligations, in which case it will be retained for 6 years after leaving employment	These records are classed as special category personal data, there is no need for the company to have any information relating to an employee's medical history after they leave employment unless it needs to be retained in accordance with our legal obligations, including under the Equality Act 2010, or to defend claims, which can be brought up to 6 years after the end of employment	Delete
Race, religion, sexual orientation	Network Storage / Physical files	Employee	Contractual Obligations Legal Obligations To ensure equal opportunities	6 months after leaving employment unless the data needs to be retained for the purposes of defending claims, or reporting or compliance with our legal obligations, in which case it will be retained for 6 years after leaving employment	These records are classed as special category personal data, there is no need for the company to have any information relating to an ex-employee's race, religion or sexual orientation unless it needs to be retained in accordance with our legal obligations, including under the Equality Act 2010, or to defend claims, which can be brought up to 6 years after the end of employment	Delete or anonymise

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Contract of employment	Network Storage / Physical files	Contract of employment	To ensure all employee records are accurate and to ensure both the company and its employees are complying with the terms of the contract of employment.	6 years after leaving employment	Claims can be brought up to 6 years after the end of employment so this information may be needed in defence of a claim	Delete
Disciplinary history	Network Storage / Physical files	Internal records kept with HR	To ensure employee records are up to date and accurate.	2 years after the expiry of disciplinary action or 6 years after termination of employment, whichever is sooner.	Many disciplinary notes expire after a set period and should be retained for two years following their expiry as this information must be provided to a future employer in the event of a TUPE transfer. Some, however, will need to be kept on record beyond the above date where it may be required as evidence in the event of an employment tribunal claim or other litigation, or for regulatory reasons	Delete
Performance Management Information	Network Storage / Physical files	Employee Internal records	Contractual Obligations Legal Obligations	1 year after having left employment		Delete
Grievances	Network Storage / Physical files	Employee Internal records	Contractual Obligations Legal Obligations	6 years after leaving employment	Claims can be brought up to 6 years after the end of employment so this information may be needed in the event of a claim being brought	Delete
CVs	Physical files	Employee and/or recruitment agency	To enable the assessment of candidates for jobs.	12 months after unsuccessful application	To enable the defence of any claims arising out of a rejected application	Delete

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Criminal records	Network Storage / Physical files	Employee and/or background checking service	To ensure that the employee is not prohibited from undertaking the employment and to ensure the Company is not putting employees or third parties at risk.	As soon as the requirement for obtaining the information has passed (i.e. if pre-employment, upon the notification to the prospective employee of whether they have been successful) or upon termination of employment, only where the record is legally required to be kept due to the nature of the employee's role	Criminal records are highly sensitive information and the retention period balances the requirements of the Company against the rights of the subject and the harm that could be caused by the loss of this data	Delete
Background checks and searches	Network Storage / Physical files	Background checking service Former employers Other referees Educational Provider	To ensure applicants are not prohibited from being employed in the role in question or prohibited from undertaking certain aspects of the role in question and/or to assess suitability for employment	Unless required to be kept by a code of practice or regulator, such records should be deleted upon the employee successfully passing their probation period	Once an applicant becomes an employee and has successfully passed probation this information is no longer required. This is only overridden where a regulator or code of practice obliges us to retain this information for a longer period of time	Delete
Right to work documentation	Network Storage / Physical files	Employee HMRC Home Office	Contractual Obligations Legal Obligations	2 years after having left employment		Delete
CCTV/ Time & Attendance Records	Network Storage / Physical files	Employee	Contractual Obligations Legal Obligations	1 year after having left employment		Delete
Employment history (training records, working hours, job titles, salary information, details of family-related leave)	Network Storage / Physical files	Employee Contract of employment Training provider Internal records	Contractual Obligations Legal Obligations	1 year after having left employment		Delete