

# Data Retention Schedule

Following the minimum retention period, unless specified: all paper data will be destroyed by shredding; electronic data will be destroyed by deletion or anonymisation. For more information, see Data Protection & Confidentiality Policy (POL 14)

## Service Users

Record Type	Minimum Retention Period	Status	Authority
Adult Service user records, including:  service provision, financials, outcomes data, safeguarding	3 years after termination of support	Recommendation	General Data Protection Regulation 2018 (GDPR)
Adults who have referred to services but who have either withdrawn or were not appropriate for service	6 months	Recommendation	General Data Protection Regulation 2018 (GDPR)
Children & Young People service user records, including: service provision registers accident record books pertaining to the children outcomes data, financials (invoicing, etc)	Until the child reaches the age of 21, or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980  Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age

## HR/Central Services

Record Type	Minimum Retention Period	Status	Authority
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development

DBS check	6 months	Recommendation	DBS Code of Practice  The following basic information should be retained after the certificate is destroyed: the date of issue; the name of the subject; the type of disclosure; the position for which the disclosure was requested; the unique reference number; and the details of the recruitment decision taken
Salary records (including overtime, bonuses and expenses)	6 years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) Records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay (SSP) Records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982
Income Tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (as amended)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after employment ends	Recommendation	Chartered Institute of Personnel and Development
Unsuccessful job applications and CVs	6 months to a year	Recommendation	Chartered Institute of Personnel and Development
Executive Committee meetings (incl. Agendas, minutes and supporting documents)	Permanently	Recommendation	Chartered Institute of Personnel and Development
Executive Committee membership	6 years	Recommendation	Chartered Institute of Personnel and Development
Volunteer records	1 years after completion of volunteering assignment	Recommendation	General Data Protection Regulation 2018 (GDPR)

### Health & Safety

Record Type	Minimum Retention Period	Status	Authority
Staff accident records	3 years after the date the record was made (there are separate rules for the recording of accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979

Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)
Accident/medical records as specified by the Control of Substances Hazardous to Health (COSHH)	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health regulations 2002 (COSHH)
Assessments under Health & Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development

## Finance

Record Type	Minimum Retention Period	Status	Authority
Accounting records/audit records	6 years from the end of the financial year	Requirement	Charities Act 2011, Companies Act 2006
Annual accounts	Indefinitely	Recommendation	CEO
	At least 10 years	Requirement	Companies Act 2006
Annual reports	Indefinitely	Recommendation	CEO
	At least 10 years	Requirement	Companies Act 2006
Bank statements	6 years	Requirement	Companies Act 2006
Bills, receipts and cleared cheques	6 years	Requirement	HMRC & Companies Act 2006
Budgets	3 years from completion of audit	Recommendation	Finance Officer
Contracts	6 years from termination of contract	Recommendation	CEO
Creditor and debtors payments	6 years	Requirement	Companies Act 2006
Expense claims	6 years after the end of the financial year to which they relate	Requirement	HMRC & Companies Act 2006
Funding data	6 years after the end of the financial year to which they relate	Requirement	HMRC & Companies Act 2006
Invoices	6 years after the end of the financial year to which they relate	Requirement	HMRC & Companies Act 2006
Donations	6 years	Requirement	HMRC & Companies Act 2006
PAYE records	3 years after the end of the financial year to which they relate	Recommendation	HMRC

Payroll records	10 years after termination of employment	Requirement	Companies Act 2006
Tax forms	6 years after the end of the financial year to which they relate	Requirement	HMRC
Pension Records	6 years after the end of the financial year to which they relate. 4 years for opt out notices.	Requirement	<a href="http://www.thepensionsregulator.gov.uk">www.thepensionsregulator.gov.uk</a>