



## Data Retention Schedule

<b>Document Control</b>	
Document Owner	Director of Operations
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Approved By	Chief Executive Officer
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Amended By	Policy Working Group
Amendment Date	20 <sup>th</sup> July 2022
Amendments	Extraction from policy and procedure Change of effective date
Formal Review Date	1 <sup>st</sup> August 2024

This schedule reflects legislation and official guidance at the time it was last reviewed. Any changes in legislation will take precedence over anything printed in this policy. Where other policies are referred to they can be viewed on the Policy Library.

## Data Retention Policy – Schedule

### Retention Periods

Category of Document	Statutory regulatory requirement	/	Proposed Retention Active use	/	Archive
<b>Business Records</b>					
Contractual documents (Clients or Suppliers)	Limitations 1980	Act	Life of the Contract		7 years
Personal Customer Data			Length of the Contract / as advised in the contract		7 years
Council papers (incl audit and remuneration committees)	Limitations 1980	Act	10 years		10 years
Contracts with educational establishments	Limitations 1980	Act	Life of the Contract		7 years
Documents executed as Deeds			Life of the Contract		13 years
Insurance renewals / policy records	Limitations 1980	Act	3 years		7 years
Correspondance with Charity Commission	Limitations 1980	Act	1 Year		7 years
Emails	Limitations 1980	Act	3 years (unless exemption requested)		7 year
<b>HR Records</b>					

Hiring records (incl CV and background checks)		1 Year	N/A
Unsuccessful candidates records (incl CV and background checks)	no more than six months Disability Discrimination 1995, Race Relations 1976, ICO Employment Practices Code		
Employee file		Period of employment	6 years
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended	Maternity period	6 years
Records relating to working time	The Working Time Regulations 1998 (SI 1998/1833)	2 years	6 years
Parental Leave	The UK Limitation Act 1980	18 years	6 years after employment ceases
Records of wages / salary records	The UK Limitation Act 1980	Period of employment	6 years after employment ceases
<b>Financial Records</b>			
Pensions		Period of Employment	6 years
Financial Statements	Companies Act 2006	1 year	7 years
Accounting Records	Section 388 of the Companies Act 2006	3 years	7 years
Tax records	Finance Act 1998, Taxes Management act 1970	7 years	Retain until no longer relevant or business is sold
Income Tax and NI returns, income tax	Income Tax (Employments)	1 year	3 years after end of financial year

records and correspondence with HMRC	Regulations 1993 (SI 1993/744) as amended. e.g. by The Income Tax (Employments) Amendment No 6) Regulations 1996 (SI 1996/2631)		
Wage / Salary records (overtime, bonuses, expenses)	Taxes Management Act 1970	1 year	6 years
National minimum wage records	National Minimum Wage Act 1998	1 year	3 years
<b>Intellectual Property</b>			
Trade Mark		Life of Registration	3 years
Unregistered Trade Mark		Life of Use	3 years
Patent		Life of Registration	6 years
Patent Application		Until Registered OR rejected	6 years

<b>Copyright</b>		<b>Life of Author</b>	<b>70 years</b>
Copyright (Author unknown)		Use of copyright document	50 years
Documents relating to identified IP infringement		Last action + 1 year	5 years
Documents relating to requests for use of copyrighted materials		Last action on request + 1 year	5 years

IP Assignment / Licencing of IP		Termination of assignment OR Life of the IP	6 years
Administration records re IP Licencing / collection of fees		Termination of licence	6 years
Documents relating to IP management		Until superseded	3 years

### Health, Safety and Medical Records

Injury event, accident books, accident documents / reports	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (SI 2013 No. 1471) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).	3 years  If a child / young adult until the person reached age 21	6 years  Where an accident/incident record involves a health-related issue it will require archiving for a longer period – see below.
Risk Assessments  Safe Systems of Work  COSHH Assessments  Display Screen Equipment (DSE) Assessments  Copies of Intranet or other Company Health, Safety & Environment	The Management of Health & Safety at Work Regulations and other health & safety regulations where assessment of exposure, or risk has been made.  These documents show the decisions and controls put in place at the relevant time.	5 years from the date the document is revised (or replaced / withdrawn).	40 years

Guidance covering  
training and  
requirements etc.

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