

Data Retention periods (Detailed)

Data Category	Records Held (type of data)	Retention Timescale years	Purpose of Retention	Action Following Retention	Legal Basis/Relevant Hamlins Policy
Payroll	Payroll Records	Current Tax Year + 6	Legal Compliance	Destroy	HMRC Policy
	Time Sheets	Current Year + 2	Consistent with Policy	Destroy	HR Policy
	Salary Details	Current Tax Year + 6	Legal Compliance	Destroy	HMRC Policy
	Overtime Records	Date of Termination + 3	Consistent with Policy	Destroy	HR Policy
	P45	Current Tax Year + 5	Legal Compliance	Destroy	Taxes Management Act 1970
	P60 Lists	Previous Year + 2	Consistent with Policy	Destroy	HR Policy
Finance	Annual Accounts	Previous Year +2+ Archive	Consistent with Policy	Permanent	Finance Policy
	Monthly Financial Statements	Current Year + 2	Consistent with Policy	Destroy	Finance Policy
	Internal Audit Reports	Current Financial Year + 2	Consistent with Policy	Destroy	Finance Policy
	External Audit Reports	Previous Year + 2 + Archive	Consistent with Policy	Permanent	Finance Policy
	Tax Documentation	Current Financial Year + 5	Legal Compliance	Destroy	Value Added Tax Act 1994
	VAT Administration	Current Tax Year + 5	Consistent with Policy	Destroy	Finance Policy
	Cheque Reconciliations	Creation until after Audit then 6	Consistent with Policy	Destroy	Finance Policy
	Travel/Staff Expenses, etc.	Current Year + 5	Consistent with Policy	Destroy	Finance Policy
	BACS prints	Current Financial Year + 3	Consistent with Policy	Destroy	Finance Policy
	Legal Costs	Current Financial Year + 5	Consistent with Policy	Destroy	Finance Policy
	Invoices	Current Year + 5	Consistent with Policy	Destroy	Finance Policy
	Orders	Current Year + 5	Consistent with Policy	Destroy	Finance Policy
	Purchase Records	Current Tax Year + 5	Consistent with Policy	Destroy	Finance Policy

Human Resources	Current Staff Details	Retain and check currency	Legal Compliance	Retain	CIPD Recommendation
	Former Staff Details	Date of Termination + 6	Legal Compliance	Destroy	CIPD Recommendation
	Staff Career Development Reviews	Retain for current staff Former staff Termination + 2	Consistent with Policy	Retain/Destroy	HR Policy
	Attendance Records	Date of Termination + 4	Consistent with Policy	Destroy	HR Policy
	Occupational Health Reports	Date of Termination + 4	Consistent with Policy	Destroy	HR Policy
	Employee Counselling Returns	Date of Termination + 4	Consistent with Policy	Destroy	HR Policy
	Exit Interview Forms	Date of Termination + 1	Consistent with Policy	Destroy	HR Policy
	Employment Tribunal Records	Date of Termination + 1	Consistent with Policy	Destroy	HR Policy
	Personal and Domestic Leave Requests	Date of Termination + 2	Consistent with Policy	Destroy	HR Policy
	Declaration of Outside Employment	Date of Termination + 4	Consistent with Policy	Destroy	HR Policy
	Holiday/Leave Registers	Date of Termination + 2	Consistent with Policy	Destroy	HR Policy
	Pension Documents	Date of Termination + 6	Consistent with Policy	Destroy	HR Policy
	References	Date of Termination + 3	Consistent with Policy	Destroy	HR Policy
	Disclosure Certificates (clear)	Record Receipt Only	Consistent with Policy	Destroy	HR Policy
	Disciplinary Records	Date of Termination + 1	Consistent with Policy	Destroy	HR Policy
	Grievance Records	Date of Termination + 1	Consistent with Policy	Destroy	HR Policy
	Agency Worker CV	Active + 1	Consistent with Policy	Destroy	HR Policy
	Data held on HR System	Date of Termination + 6	Consistent with Policy	Destroy	HR Policy
	Maternity Leave Requests	Current Tax Year + 3	Consistent with Policy	Destroy	HR Policy
	Flexible Working Requests	Date of Termination + 2	Consistent with Policy	Destroy	HR Policy
Personnel Files	Date of Termination + 6	Consistent with Policy	Destroy	HR Policy	
Training Records	Date of Termination + 6	Consistent with Policy	Destroy	HR Policy	
Redundancy Details	Active + 6	Consistent with Policy	Destroy	HR Policy	

	Recruitment Documents	6 months	Legal Compliance	Destroy	CIPD Recommendation
	Previous Employment Details	6 months	Legal Compliance	Destroy	CIPD Recommendation
	Successful Post Applications	Transfer to staff file	Legal Compliance	Transfer to staff file	CIPD Recommendation
	Unsuccessful Post Applications	1 Year	Legal Compliance	Destroy	CIPD Recommendation
	Interview Notes	1 Year	Legal Compliance	Destroy	CIPD Recommendation
	Bank Details	Current Tax Year + 5	Consistent with Policy	Destroy	HR Policy
Health and Safety	Health and Safety Reports	Current Year + 5	Consistent with Policy	Destroy	H&S Policy
	Health and Safety Records	40 (COSHH)	Consistent with Policy	Archive	H&S Policy
	Legal Documentation	Permanent	Consistent with Policy	Archive	H&S Policy
	Risk Assessment Reports	Year of Assessment + 3	Legal Compliance	Destroy	Management of Health and Safety at Work Regulations 1992
	Accident Book	4 years from date of last entry	Legal Compliance	Archive	Legislation
	Health and Safety Correspondence	Current Year + 5	Legal Compliance	Destroy	Legislation
	Safety Training Records	Current Year + 6	Legal Compliance	Destroy	Legislation
	Fire Safety Certificates	Permanent	Legal Compliance	Archive	Legislation
	Fire Risk Assessment and Fire Plans	Active	Legal Compliance	Archive	Legislation
	PPE Maintenance and Examination	Current Financial Year + 5	Legal Compliance	Archive	Legislation
	LEV Monitoring	Current Financial Year + 6	Legal Compliance	Archive	Legislation
	Lifting Operations - Examinations	Active	Legal Compliance	Archive	Legislation
	Fire Occurrence Records	Current Year + 5	Consistent with Policy	Destroy	H&S Policy
Insurance	Insurance Policies	12 years	Legal Compliance	Archive	Legislation
	Employers Liability Claims	Permanent	Legal Compliance	Archive	Legislation

Estates	Building Plans	Permanent	Consistent with Policy	Available	Property Policy
	Resource Management	Current Financial Year + 2	Consistent with Policy	Destroy	Property Policy
	Legal Documentation	Permanent	Consistent with Policy	Archive	Property Policy
	Waste Transfer Notes	Current Financial Year + 2	Legal Compliance	Archive	Legislation
	Waste Consignment Notes	Current Financial Year + 3	Legal Compliance	Archive	Legislation
	Business Continuity Plan	Active	Consistent with Policy	Archive	Property Policy
	Security Information	Current Year + 5 years	Consistent with Policy	Destroy	Property Policy
	Leased Property Files	End of lease + 5 years	Consistent with Policy	Destroy	Property Policy
	Property Files	Current Financial Year + 5	Consistent with Policy	Destroy	Property Policy
	Job Files	Current Financial Year + 5	Consistent with Policy	Destroy	Property Policy
	Leases	End of lease + 5 years	Consistent with Policy	Destroy	Property Policy
	CCTV recordings	28 days	Consistent with Policy	Destroy unless legally required	CCTV Policy
Marketing	Promotional Material	Current Year + Archive	Consistent with Policy	Archive	Marketing Policy
	Public Relations	Current Year + Archive	Consistent with Policy	Archive	Marketing Policy
	Community Liaison	Current Year + Archive	Consistent with Policy	Archive	Marketing Policy
	Press Cuttings	Current Year + Archive	Consistent with Policy	Archive	Marketing Policy
IT	Functional Specifications	Active + 2	Consistent with Policy	Destroy	IT Policy
	Current Technical Specifications	Active	Consistent with Policy	Destroy	IT Policy
	Operating Logs	Active + 1	Consistent with Policy	Destroy	IT Policy
	Document Management System	Current Year + 6	Consistent with Policy	Destroy	IT Policy
	Emails	Active + 2	Consistent with Policy	Destroy	IT Policy
	Back Ups	Permanent	System security and infrastructure maintainance	N/A	IT Policy
Corporation	Annual Reporting and Accounts	Permanent	Legal Compliance	Archive	Corporate Policy

	Policy Documents	Active + 5	Legal Compliance	Destroy	Corporate Policy
	ManCo Action Points	Current Year + 5	Legal Compliance	Destroy	Corporate Policy
	ManCo Minutes	Permanent	Legal Compliance	Archive	Corporate Policy
	General Correspondence	Current Year + 5	Legal Compliance	Destroy	Corporate Policy
SMT	Senior Management Team Minutes	Current Year + 5	Legal Compliance	Destroy	Corporate Policy
	Senior Management Team Papers	Current Year + 5	Legal Compliance	Destroy	Corporate Policy
Client Information	Personal Data	Current Year + 6	Consistent with Policy	Archive	N/A
	Digital or physical files, which will include personal data relating to non-clients	Current Year + 6	Consistent with Policy	Archive	N/A
	Website Subscriber	Current Year + 6	As data subjects can unsubscribe, not doing so means retention is relevant	Archive	N/A
	Users of digital platforms such as data rooms and websites	Current Year + 6	Consistent with Policy	Archive	N/A
	Attendee at Hamlins Events	Current Year of Hamlins Season + 6	Attendees will often follow to attend subsequent years	Destroy/Anonymised	N/A
Supplier Information	Personal Data of suppliers	Current Year + 6	Consistent with Policy	Archive	N/A
	Supplier Agreements	Current Year + 6	Attendance Records	Date of Termination + 4	Consistent with Policy
	Emails	Active + 2	Consistent with Policy	Destroy	IT Policy
	Attendance Records	Date of Termination + 6	Attendance Records	Destroy	Consistent with Policy
	Purchase Records	Current Tax Year + 5	Consistent with Policy	Destroy	Finance Policy