

Reference:	Retention of records (Personnel)
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Data Subject	Data Category	Category	HR	Payroll/Pension	Managers	Retention Trigger	Retention Period
Absence - Sickness	Absence - Sickness - self certification form	Absence	Y	N	N	Termination of employment	6 years
	Absence - Sickness - statement of fitness to work/fit note		Y	N	N		
	Absence - Sickness - return to work forms		Y	N	N		
	Absence - Sickness - phased return to work		Y	N	N		
	Absence - Sickness - occupational health referral		Y	N	N		
	Absence - Sickness - occupational health report		Y	N	N		
	Absence - Sickness - other sickness correspondence		Y	N	N		
Absence - Maternity	Absence - maternity - maternity information email	Maternity	Y	N	N	Termination of employment	6 years
	Absence - maternity - maternity leave form		Y	N	N		
	Absence - maternity - MATB1		Y	N	N		
	Absence - maternity - confirmation of maternity leave letter		Y	N	N		
	Absence - maternity - Keeping in touch days		Y	N	N		
	Absence - maternity - maternity return letter		Y	N	N		
	Absence - maternity - maternity checklist		Y	N	N		
Absence - maternity - other correspondence	Y	N	N				
Absence - Adoption	Absence - adoption - adoption information email	Absence	Y	N	N	Termination of employment	6 years
	Absence - adoption - adoption leave form		Y	N	N		
	Absence - adoption- matching certificate		Y	N	N		
	Absence - adoption - confirmation of adoption leave letter		Y	N	N		
	Absence - adoption - keeping in touch days		Y	N	N		
	Absence - adoption - adoption return letter		Y	N	N		
	Absence - adoption - adoption checklist		Y	N	N		
Absence - adoption - other correspondence	Y	N	N				
Absence - Paternity	Absence - paternity - application for paternity leave	Absence	Y	N	N	Termination of employment	6 years
	Absence - paternity - confirmation of paternity leave		Y	N	N		
	Absence - paternity - other correspondence		Y	N	N		
Absence - Shared Parental Leave	Absence - shared parental leave - application for shared parental leave	Absence	Y	N	N	Termination of employment	6 years
	Absence - shared parental leave - MATB1		Y	N	N		
	Absence - shared parental leave - confirmation of shared parental leave		Y	N	N		
	Absence - shared parental leave - keeping in touch days		Y	N	N		
	Absence - shared parental leave - shared parental leave checklist		Y	N	N		
	Absence - shared parental leave - other correspondence		Y	N	N		
Absence - Other	Absence - other - career break	Absence	Y	N	N	Termination of employment	6 years
	Absence - other - unpaid leave		Y	N	N		
	Absence - other - parental leave		Y	N	N		
	Absence - other - special leave		Y	N	N		
	Absence - other - annual leave		Y	N	N		
	Absence - other - other correspondance		Y	N	N		
HR Payroll Documentation	HR Payroll documentation - P45	People	Y	Y	N	Termination of employment	6 years
	HR Payroll- salaries, bonus, allowances		Y	Y	N		
	Hr Payroll - amendment form		Y	Y	N		
	HR Payroll documentation - cost code changes		Y	Y	N		
	HR Payroll documentation - overpayment Correspondence		Y	Y	N		
	HR Payroll documentation - other salary correspondance		Y	Y	N		
Pension	Pension - flexible/phased retirement	People	Y	Y	N	Termination of employment	75 years
	Pension - ill health retirement		Y	Y	N		
	Pension - auto-enrolment correspondence		Y	Y	N		
	Pension - other Correspondence		Y	Y	N		
Right to Work	Right to work - evidence of eligibility to work in the UK	People	Y	N	N	Termination of employment	6 years
	Right to work- tier 4 additional information		Y	N	N		
Recruitment - Applicant Stage (unsuccessful applicant)	Recruitment applicant stage - application Form	People	Y	N	N	End of recruitment process	6 months
	Recruitment applicant stage - interview notes		Y	N	N		
Recruitment - Applicant Stage (successful applicant)	Recruitment applicant stage - application Form	People	Y	N	N	Termination of employment	6 years
	Recruitment applicant stage - interview notes		Y	N	N		
	Recruitment offer stage - notification of appointment		Y	N	N		
	Recruitment offer stage - Initial offer letter		Y	N	N		
	Recruitment offer stage - confirmation of offer letter		Y	N	N		

Recruitment - Offer Stage	Recruitment offer stage - offer correspondence	People	Y	N	N	Termination of employment	6 years
	Recruitment offer stage - references		Y	N	N		
	Recruitment offer stage - additional salary requests		Y	N	N		
	Recruitment offer stage - Employee health questionnaire/response		Y	N	N		
Contractual Documents	Contractual documents - signed contract of employment/statement of particulars	People	Y	N	N	Termination of employment	6 years
	Contractual documents - job description		Y	N	N		
	Contractual documents - internal change of job letter (new post)		Y	N	N		
	Contractual documents - regrade/progression		Y	N	N		
	Contractual documents - variation to contract letters		Y	N	N		
	Contractual documents - HPL returner correspondence		Y	N	N		
	Contractual documents - other		Y	N	N		
HR Personal Correspondence	HR personal correspondence - bank details	People	Y	Y	N	Termination of employment	6 years
	HR personal correspondence - employee payroll form		Y	Y	N		
	HR personal correspondence - HESA form		Y	N	N		
	HR personal correspondence - next of kin information		Y	N	N		
	HR personal correspondence - beneficiary details		Y	N	N		
	HR personal correspondence - qualifications		Y	N	N		
	HR personal correspondence - long service details		Y	N	N		
	HR personal correspondence - references (record whether satisfactory/verified)		Y	N	N		
	HR personal correspondence - records of payments		Y	N	N		
	HR personal correspondence - individual risk assessments		Y	N	N		
	HR personal correspondence - reasonable adjustments		Y	N	Y		
	HR personal correspondence - special category protected characteristics		Y	N	N		
	HR personal correspondence - career breaks		Y	N	N		
	HR personal correspondence - other personal correspondence		Y	N	N		
DBS	DBS - disclosure confirmation	People	Y	N	N	Termination of employment	6 years
Employment Correspondence	Employment correspondence - working pattern changes	People	Y	N	N	Termination of employment	6 years
	Employment correspondence - change to line manager		Y	N	N		
	Employment correspondence - change to department/restructure		Y	N	N		
	Employment correspondence - redeployment		Y	N	N		
	Employment correspondence - probation		Y	N	N		
	Employment correspondence - performance review		Y	N	N		
	Employment correspondence - induction		Y	N	N		
Leavers	Leavers - termination form	People	Y	N	N	Termination of employment	6 years
	Leavers - leaving letter		Y	N	N		
	Leavers - redundancy payment information		Y	N	N		
	Leavers - FTC consultation documents		Y	N	N		
	Leavers - retirement		Y	N	N		
	Leavers - voluntary redundancy/severance		Y	N	N		
	Leavers - settlement agreements		Y	N	N		
	Leavers - death in service		Y	N	N		
Leavers - correspondence regarding leaving UCLan	Y	N	N				
	Training and Development - provided, attended, qualifications		Y	N	N	Termination of employment	6 years
Training and Development	Training and Development - correspondence	People	Y	N	N	Termination of employment	6 years

Reasons for data retention

1. Necessary for the performance of the employment contract/ongoing employment relationship
2. compliance with a legal obligation
3. information within the legitimate interest of the employer
4. special category

CIPHR>Absence
CIPHR>Absence>absence>adoption
CIPHR>Absence>absence>holiday
CIPHR>Absence>absence>maternity
CIPHR>Absence>other absence
CIPHR>personal record>qualifications
CIPHR>personal record>reviews
CIPHR bulk interviewing
CIPHR personal record>general
Individual Personal Files held securely in Personnel Office

Limitation Periods

The limitation period for disputes over contract of employment issues is six years from the date of termination of the employment relationship. An additional period should be allowed to ensure the employer is still in possession of the data if a claim arises, therefore the retention period of seven years was considered but not adopted.

Personal Injury

For personal injury the limitation period is three years from the date of the injury occurring but can date from the time the effect of the injury becomes clear, so seven years was again considered but not adopted for retention of this information.

Latent claims may be much longer depending on the nature of the risk, e.g exposure to hazardous substances.

Limitation periods apply post termination of the contract employment whilst the risk of a claim remains.

ACAS suggests retention of recruitment data should be 3 months post recruitment exercise but an additional period should be allowed to ensure that the employer is in possession of minimum data if a claim arises/for internal audit processes. This recommendation was adopted with a retention period of 6 months.

All retention periods post termination of employment contract unless otherwise specified.

For information held otherwise under Payroll, refer to Payroll department

Contract of employment dispute limitation period is 6 years, hence the 6 year post-termination retention period specified in most categories. A 7 year period to allow for administration time if a dispute is raised was considered but discarded.

The employer needs to ensure they are still in possession of data which would be needed if a legal claim arose, and to allow a margin of time for the claim to become apparent.

There are different limitation periods for categories of data (see mapping list)

Retention policy subject to at least annual review but may also change subject to compliance with internal processes.