



RETENTION POLICY

Statement of Intent

This policy sets out the Company's approach to retaining employment records in accordance with the General Data Protection Act (GDPR) 2018.

We retain personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

The employee privacy notice advises candidates how long we expect to keep their personal information for, once a recruitment decision has been made. This is likely to be for six months from the communication of the outcome of the recruitment process which takes account of both the time limit to bring claims and for claims to be received by us.

Information relating to successful candidates will be kept in their staff file, in a secure cabinet. This will be limited to the information necessary for the working relationship and legal requirements set out by OFSTED.

RETENTION OF EMPLOYMENT RECORDS

We have regard to recommended retention periods for employment records set out in legislation, referred to in the table below. However, it also has regard to legal risk and may keep records for up to seven years (and in some instances longer) after your employment or work with us has ended.

Type of employment record (Unsuccessful candidates)	Retention period
Recruitment records These may include: Completed online application forms or CVs. Notes from interviews and short-listing exercises.	Six months after notifying unsuccessful candidates and with their written consent.

Immigration checks	Three years after the termination of employment.
Contracts	
These may include: Written particulars of employment. Contracts of employment Documented changes to terms and conditions.	While employment continues and for seven years after the contract ends.
Payroll and wage records	
Payroll and wage records Details on overtime. Bonuses. Expenses. Benefits in kind.	These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
Current bank details	Bank details will be deleted as soon after the end of employment as possible once final payments have been made
PAYE records	These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
Payroll and wage records for companies	These must be kept for six years from the financial year-end in which payments were made. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
Records in relation to hours worked and payments made to workers	These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.
Personnel records	
These include: Qualifications/references. Annual leave records. Annual assessment reports.	

<p>Disciplinary procedures.</p> <p>Grievance procedures.</p> <p>Death benefit nomination and revocation forms.</p> <p>Resignation, termination and retirement.</p> <p>Health questionnaire</p>	<p>While employment continues and for seven years after employment ends.</p>
Records in connection with working time	
<p>Staff Registers</p> <p>Staff Mobile Phone Registers</p>	<p>Three years after the relevant period.</p>
Maternity records	
<p>These include:</p> <p>Maternity payments.</p> <p>Dates of maternity leave.</p> <p>Period without maternity payment.</p> <p>Maternity certificates showing the expected week of confinement.</p>	<p>Four years after the end of the tax year in which the maternity pay period ends.</p>
Accident records	
<p>These are created regarding any reportable accident, death or injury in connection with work. (RIDDOR)</p>	<p>For 7 years from the date the report was made.</p>

Created by Clare Hayes and Amelia Pullen

Created March 2023

Next Review Date March 2024