

The Property Advantage

Data Retention Policy

The Property Advantage - Data Retention Policy

Overview

- The purpose of this policy is to establish and adhere to standard retention times for categories of information held on the records of job applicants, existing and former employees, workers and contractors. In doing so:
 - We will base the retention times on business need taking into account any relevant professional guidelines and a risk analysis approach;
 - assess who in the Company is responsible for the retention of employment records;
 - make sure no one retains information beyond the standard retention times unless there is a sound business reason for doing so;
 - if possible establish a computerised system which flags information retained for more than a certain time as due for review or deletion.
- Where practicable, we will anonymise any information about employees and workers and former employees and workers.
- If we are justified in holding any information on an employee's criminal conviction, we will ensure that the information is deleted once the conviction is spent under the Rehabilitation of Offenders Act 1974.
- We will ensure that records which are to be disposed of are securely and effectively destroyed. In addition:
 - We will keep under review the arrangements for dealing with old records to ensure they are securely disposed of and advise anyone holding employment records of these arrangements for disposal;
 - We will never assume that the "delete" key on a computer-based system necessarily removes a record from the system and we will check that computer records are actually removed.
 - We will make sure that computer equipment that has held employment records is never sold on unless it is certain that the records have been fully removed.

Recruitment records

- We will ensure that no recruitment record is held beyond the statutory period in which a claim arising from the recruitment process may be brought unless there is a clear business reason for exceeding this period.
- We shall consider carefully what information contained on an application form is to be transferred to the employee's employment record and we will not retain information that has no bearing on the on-going employment relationship.
- We may keep an unsuccessful applicant's data on file in case there are future employment opportunities for which they may be suited. We will ask for consent before we keep data for this purpose and such consent, if given, may be withdrawn at any time.

Format and location

Most records will be held in the XXXXXXXXX on a personal file or by an employee's line manager. Please keep us informed if your personal information, such as your home address, changes during your working relationship with us. If you want to review your information that may be subject to change please contact the HR Consultant.

Types of employee data that we hold

Personnel and training records

These may include:

- Qualifications/references.
- Eligibility to work documentation, for example photocopies of passports, Visas etc.
- Annual assessment reports.
- Job history.
- Resignation, termination and or/retirement letters.
- Disciplinary matters.
- Grievance procedures.
- Travel and subsistence.
- Contact details and next of kin.
- Date of birth.
- Driving licence details.
- Health and safety information, accident reports, medical information and fit notes.
- Performance issues and appraisals.

Working Time Regulations 1998

These may include:

- Contract hours.
- Time sheets for opted out workers.
- Health assessment records.

Payroll and wage records

These may include:

- Details on overtime.
- Rate of pay.
- Bonuses.
- Expenses.
- Benefits in kind.

- Court Orders,
- Student Loan plan.
- Bank details.
- Private health care, motor and travel insurances.
- Pension and auto-enrolment details.
- Childcare voucher invoices.

Maternity records

These may include:

- Maternity payments.
- Dates of maternity leave.
- Period without maternity payment.
- Maternity certificates showing the expected week of confinement.

Retention Periods

<u>Type of employment record</u>	<u>Statutory or Code of Practice reference</u>	<u>Format and location</u>	<u>Retention period</u>
Job applications and interview records of unsuccessful candidates	The Information Commissioner: Employment Practices Code	Paper or electronic	6 months after notifying unsuccessful candidates.
Personnel and training records	N/A	Paper or electronic	While employment continues and up to six years after employment ceases.
Written particulars of employment, contracts of employment, and changes to terms and conditions	N/A	Paper or electronic	While employment continues and up to six years after employment ceases
Working time opt-out forms	Working Time Regulations 1998 (WTR 1998)	Paper or electronic	Two years from the date on which they were entered into.
Records to show compliance with the WTR 1998	WTR 1998	Paper or electronic	Two years after the relevant period.

Annual leave records	N/A	Paper or electronic	A minimum of six years. Longer if leave can be carried over from year to year
Payroll and wage records	Finance Act 1998	Paper or electronic	Six years from the financial year-end in which payments were made
PAYE records	Income Tax Regulations 2003	Paper or electronic	Six years from the financial year-end in which payments were made
Maternity records	Statutory Maternity Pay Regulations	Paper or electronic	Six years after the end of the tax year in which the maternity pay period ends
Current bank details	N/A	Paper or electronic	As soon as possible after the final payroll for the individual leaving is processed.
Death Benefit Nomination and Revocation Forms	N/A	Paper or electronic	While employment continues or up to six years after payment of benefit
Any reportable accident, death or injury in connection with work	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Paper or electronic	At least six years from the date the report was made
Records in relation to hours worked and payments made to workers	National Minimum Wage Act and National Minimum Wage Regulations	Paper or electronic	Six years beginning with the day upon which the pay reference period immediately following that to which they relate ends
Immigration checks	Immigration, Asylum and Nationality legislation	Paper or electronic	Six years after the termination of employment