

033 GEP Data retention, storage and disposal procedure Appendix 2 Staff, volunteers and recruitment				
Data	Format	Storage	Retention period	Disposal
<b>Employment records</b>				
Staff profile/induction/health declaration	Paper	Locked cupboard on site	6 years after employment ceases	Shredded
Contracts/change to T&C's/appraisals/supervisory	Paper	Locked filing cabinet	6 years after employment ceases	Shredded
Training profile	Paper	Locked cupboard on site	When employment ceases	Shredded
Application form/references/interview notes	Paper	Locked filing cabinet	6 years after employment ceases	Shredded
Accident records	Paper	Locked cupboard on site	3 years after last entry or end of investigation	Shredded
P45/starter checklist	Paper/pdf	PIN protected computer	6 years from end of tax year	Delete
Tax notices	Pdf	PIN protected computer	6 years from end of tax year	Delete
Payslips	Pdf	PIN protected computer	6 years from end of tax year	Delete
P60	Pdf	PIN protected computer	3 years from end of tax year	Delete
P45 leaver	Paper		Given to employee on leaving	
Exit interview	Paper	Locked filing cabinet	6 years after employment ceases	Shredded
<b>Volunteers</b>				
Volunteer details/induction	Paper	Locked cupboard on site	Duration of volunteering or until next Ofsted inspection following resignation	Shredded
<b>Recruitment (unsuccessful candidates)</b>				
CV on website	Various formats	Secure website/password	6 months after post filled	Delete from site
CV	Paper	Locked filing cabinet	6 months after post filled	Shredded
Application form	Sent via email	PIN protected computer	6 months after post filled	Delete
Application form	Paper	Locked filing cabinet	6 months after post filled	Shredded
Interview notes	Paper	Locked filing cabinet	6 months after post filled	Shredded
References	Sent via email	PIN protected computer	6 months after post filled	Delete
References	Paper	Locked filing cabinet	6 months after post filled	Shredded

Data held in application form	Legal basis	Retention period	Determined by
Name	Legal obligation SF 3.76	6 years after employment ceases	Limitations Act 1980
Address	Legal obligation SF 3.76	6 years after employment ceases	Limitations Act 1980
Telephone number(s)	Legal obligation SF 3.76	6 years after employment ceases	Limitations Act 1980
Email address	Legitimate interest	6 years after employment ceases	Limitations Act 1980
Qualifications	Legal obligation SF 3.12	6 years after employment ceases	Limitations Act 1980
DOB	Legitimate interest	6 years after employment ceases	Limitations Act 1980
Age	Legitimate interest	6 years after employment ceases	Limitations Act 1980
Ethnicity	Legitimate interest	6 years after employment ceases	Limitations Act 1980
Employment history	Legal obligation SF 3.12	6 years after employment ceases	Limitations Act 1980
Education	Legal obligation SF 3.12	6 years after employment ceases	Limitations Act 1980
NINO	Legal obligation	6 years after employment ceases	Limitations Act 1980
Referees details	Legal obligation SF 3.12	6 years after employment ceases	Limitations Act 1980
References	Legal obligation SF 3.12	6 years after employment ceases	Limitations Act 1980
Data held in other employment records			
Emergency contact number(s)	Legitimate interest	Duration of employment	GEP
Disclosure information	Legal obligation SF 3.12	Duration of employment or until next Ofsted inspection following resignation	Statutory Framework 2017
Health information	Legal obligation SF 3.9	6 years after employment ceases	Limitations Act 1980
P45/starter checklist/tax code	Legal obligation	6 years plus current	Taxes Management Act
Working hours/absences	Legal obligation	2 years after employment ceases	The Working Time Regulations
Payslips	Legal obligation	6 years after employment ceases	Taxes Management Act
Accident record	Legal obligation	3 years after employment ceases	RIDDOR
Exit interview	Legitimate interest	6 years after employment ceases	GEP

Data held in Volunteers records	Legal basis	Retention period	Determined by
Name	Legal obligation SF 3.76	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Address	Legal obligation SF 3.76	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Telephone number(s)	Legal obligation SF 3.76	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Email address	Consent	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Qualification (current or being undertaken)	Legitimate interest	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Health conditions	Legal obligation SF 3.9	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Medication	Legal obligation SF 3.19	Duration of volunteering or until next Ofsted inspection following resignation	Statutory Framework 2017
Data held in recruitment records			
See application form for details - above	See above	6 months after end of recruitment process	Equality Act 2010 One year limitation for defamation actions under Limitations Act