

Appendix 2

Data Retention Periods

The table below sets out retention periods for Personal Data held and processed by the Association. It is intended to be used as a guide only. The Association recognises that not all Personal Data can be processed and retained for the same duration, and retention will depend on the individual circumstances relative to the Data Subject whose Personal Data is stored.

Department responsible for retention / disposal	Personal Data or Sensitive Data	Description	Record	Retention Period
Finance	Data	Financial Accounting	Records documenting the receipt and payment of purchase invoices	Current financial year and up to 6 years
Finance	Personal Data	Financial Accounting	Records of standing orders, direct debits	Life of instruction - up to 6 years
Finance	Data	Financial Accounting	Records of routine bank account deposits/ withdrawals/ transfers. Paying-in slips, transfer instructions, bank statements etc.	Current financial year and up to 6 years
Finance	Personal Data	Payroll Administration	Calculation and payment of payroll payments to employees	Current tax year and up to 6 years
Finance	Personal Data	Payroll Administration	Employees' authorisation for non-statutory payroll deductions e.g. gym membership, nursery vouchers, travel loans, etc.	Current tax year and up to 6 years
Finance	Personal Data	Payroll Administration	Records documenting the operation of the statutory sick pay scheme	Current tax year and up to 6 years
Finance	Personal Data	Payroll Administration	Records documenting the operation of the statutory maternity pay scheme	Current tax year and up to 6 years
Finance	Personal Data	Payroll Employment Contract Management	Records documenting the operation of the enhanced maternity, paternity and adoption pay scheme	Current tax year and up to 6 years
Finance	Personal Data	Payroll Employment Contract Management	Income tax and National Insurance; correspondence with HMRC	Termination of Employment - up to 6 years

Finance	Personal Data	Financial Accounts	Records documenting the payment and/or reimbursement of employees' and Board members' expenses	Current financial year and up to 6 years
Finance	Data	Pension Administration	Records documenting payments of the organisation's employer's contributions to pensions schemes for its employees	Termination of employment - up to 75 years
Finance	Personal Data	Pension Administration	Records of payments of employees' contributions to pension schemes	Termination of employment - up to 75 years
Finance	Personal Data	Remuneration and reward	Records documenting individual wage/salary records	Creation - up to 7 years
Survey Owner	Data - Anonymous	Workforce Relations	Workforce - individual responses to surveys	Completion of Project
CEO	Personal Data	Legal interpretation and advice (records documenting legal advice requested by, and provided to the organisation)	Records documenting legal advice on other matters requested by, and provided to, the organisation.	Superseded - up to 6 years
CEO	Personal Data	Board Committee Administration	Records documenting training undertaken by individual members of the Board of Trustees	Termination of appointment - up to 6 years
Governance Compliance	Data	Business Continuity Planning	Records documenting identified risks to the organisation and assessments of those risks	Superseded - up to 1 year
Head of External Relations	Personal Data	Subject Access Requests (Data Protection Act)	Request for information	Closure/last contact - up to 1 year
Operational Managers	Personal Data	Quality Standards Management	Service User feedback: data and analysis	Current year – up to 3 years

Operational Managers	Personal Data	Quality Standards Management	Service User feedback: reports	Current year - up to 3 years
Operational Managers	Personal Data	Case Management	Complaint case file including case call recording. Investigation, evidence and outcome	10 years from completion of complaint.
Voids and Allocation Officers	Personal Data	Tenants information	All agreements and records relating to the letting of a SVHA property to a tenant	Duration of tenancy. Summary of key details kept for 5 years after end of tenancy. ASB cases 5 years/ end of legal action.
Operational Managers	Personal data	Resident information	Applications for accommodation	6 years after offer accepted
Operational Managers	Personal data	Resident information	Housing Benefit notifications	2 years
Operational Managers	Personal data	Resident information	Rent statements	2 years
Operational Managers	Personal data	Resident information	Resident's Files, including rent payment records, and details of any complaints and harassment cases	In general, for the length of occupancy up to 6 years post occupancy. There may be occasion to weed very old, but still current, files. Judgement should be used in what to keep and destroy. Any live issues must be kept.

Operational Managers	Personal data	Resident information	Former residents' occupancy Agreements, and details of their leaving	6 years
Operational Managers	Sensitive Personal data	Resident information	Support plans for adults and related documents	6 years
Operational Managers	Personal data	Resident information	Summary of occupancy information	permanently
HR Admin	Sensitive Personal data	Staff Information	Application form	Duration of employment
HR Admin	Sensitive Personal data	Staff Information	References received	1 year
HR Admin	Personal data	Staff Information	Payroll and tax information	6 years
HR Admin	Sensitive Personal data	Staff Information	Sickness records	3 years
HR Admin	Personal data	Staff Information	Annual leave records	2 years
HR Admin	Sensitive Personal data	Staff Information	Unpaid leave/special leave records	3 years
HR Admin	Sensitive Personal data	Staff Information	Annual appraisal/assessment records	5 years
HR Admin	Personal data	Staff Information	Records relating to promotion, transfer, training, disciplinary matters	1 year from end of employment
HR Admin	Sensitive Personal data	Staff Information	References given/information to enable references to be provided	5 years from reference/end of employment
HR Admin	Personal data	Staff Information	Summary of record of service, e.g. name, position held, dates of employment	10 years from end of employment
HR Admin	Sensitive Personal data	Staff Information	Records relating to accident or injury at work	12 years
HR Admin	Sensitive Personal data	Staff Information	Disclosure Information	90 days from completion of the recruitment process

