

Human Resources record retention schedule

Dept.	Purpose of processing	Types Personal data collected	Retention period
HR	Employment contract	Staff personal files and records (personal details, contract of employment, sick certificates and medical records (relating to adjustments/injury at work), paid leave and other terms and conditions, lifecycle information and termination of employment, including settlement agreements and agreed references)	6 years after employment ends (settlement agreements and agreed references will be retained indefinitely after employment ends)
HR / Payroll	Contractual pay	Current bank details	No longer than necessary - paper copies will be destroyed once details are uploaded onto Payroll
HR	Occupational Health Referrals	OH form	6 years after employment ends
HR	Recruitment	Application forms and interview notes (for unsuccessful candidates)	6 months advisable
HR	Contractual pay	Wages and Salary Records (including overtime, bonuses, expenses)	6 years after employment ends
HR	Contractual pay	Maternity/Paternity/ Adoption Pay Records (statutory, calculations, certificates or other evidence).	6 years after employment ends.
HR	Contractual pay	Statutory Sick Pay Records, Calculations, Certificates, Self-Certificates, fit notes, information relating to adjustments and injury at work.	6 years after employment ends.
HR	Employment contract	Unpaid - Parental Leave.	18 years from birth/adoption of the child.
HR	To comply with GDPR	Equality monitoring data.	While processed and 6 years after.
HR	To comply with Immigration and ITA Visa regulation in relation workers eligible to work in the .	Immigration Checks	2 years after employment ends.
HR	To comply with	Training Records	6 years after



	legislation; to inform future developmental activities; continuing professional development.		employment ends.
HR	To maintain a record of management processes and their outcomes, and to defend claims.	Casework records, including disciplinary, grievance and performance management records (investigations, notes of meetings, correspondence, outcome letters, settlement agreements, legal advice).	6 years after employment ends.
HR	To keep a record of employee performance, objectives, and developmental needs.	Appraisal records	6 years after employment ends.

