

Data Retention Periods Personal Data

EFFECTIVE DATE:
SEPTEMBER 2024



hebridean housing
partnership

- 1.1 The tables below set out retention periods for Personal Data and non-Personal Data held and processed by the Partnership. It is intended to be used as a guide only. The Partnership 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. The Personal Data Retention periods will be available online.

DATA RETENTION PERIODS – PERSONAL DATA

Type of Record	Suggested Retention Time
Membership records	5 years after last contact
Personal files including training records and notes of disciplinary and grievance hearings	5 years to cover the time limit for bringing any civil legal action, including national minimum wage claims and contractual claims
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of the redundancy
Application forms, interview notes	Minimum 6 months to a year from date of interviews. Successful applicants documents should be transferred to personal file.
Documents proving the right to work in the UK	2 years after employment ceases.

Type of Record	Suggested Retention Time
Facts relating to redundancies	6 years if less than 20 redundancies. 12 years if 20 or more redundancies.
Income tax, NI returns, correspondence with tax office	At least 6 years after the end of the tax year they relate to
Retirement benefits schemes – notifiable events, e.g. relating to incapacity	6 years from end of the scheme year in which the event took place
Record of Pensioners	12 years after the cessation of benefits
Statutory maternity/paternity and adoption pay records, calculations, certificates (MAT 1Bs) or other medical evidence	6 years after the end of the tax year to which they relate
Parental Leave	18 years
Statutory Sick Pay records, calculations, certificates, self- certificates	3 years
Payroll and wage records (including detail on overtime, bonuses and expenses)	6 years
Records relating to working time	2 years from the date they were made
Details of Benefits in kind	6 years

Type of Record	Suggested Retention Time
Accident books and records and reports of accidents	3 years after the date of the last entry
Assessments of risk under Health & Safety Regulations (including routine assessment, monitoring and maintenance records for aspects in workplace such as air quality, levels of pollution, noise level, use of hazardous substances, etc) and consultations with safety representatives and committee	Permanently (Statutory – until revised – Management of Health & Safety at Work Regulations)
Health/Medical records	During employment and 3 years thereafter if reason for termination of employment is connected to health
Board Members Documents	5 years after cessation of membership
Documents relating to successful tenders	5 years after end of contract
Contracts with customers, suppliers, agents or others	5 years after expiry or contract completion
Documents relating to unsuccessful form of tender	5 years after notification
Applications for accommodation	5 years

Type of Record	Suggested Retention Time
Housing Benefits Notifications	Duration of Tenancy
Housing files	Where there is a legal basis to hold information e.g. tenancy agreements, insurance claims, we will do so indefinitely.
Former tenants' files (key info)	5 years
Third Party documents re care plans	Duration of Tenancy
Records re offenders. Ex-offenders (sex offender register)	Duration of Tenancy
Lease documents	5 years after lease termination
ASB case files	5 years/end of legal action
Residents' meetings	1 year
Minute of factoring meetings	In accordance with individual contracts, but no less than duration of appointment.





HHP is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 2644R(S), Registered Office: Creed Court, Gleann Seileach Business Park, Willowglen Road, Stornoway, Isle of Lewis HS1 2QP. It is a charity registered in Scotland, Charity Number:SCO35767, registered as Registered Social Landlord with the Scottish Housing Regulator, Registration Number:359 and registered as a Property Factor, Registration Number PF000183

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