**DATA RETENTION GUIDE**

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| **Full, associate and affiliate members orientated data** |  |

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| **Type of record** | **Format and location** | **Retention period or recommendation** |
| Membership records  | electronic  | Records updated daily and maintained throughout status as a student |
| Case Manager records | electronic | 3 years post-Graduation  |
| General & democratic meetings | Paper or electronic | records of meetings held. Attendance recorded for use for academic year. Minutes kept no longer than necessary. |
| Election nominations | Paper or electronic | 2 years post-Graduation |
| Group membership | Electronic | records kept for up to 5 years |
| Committee member records | Electronic | records kept for up to 5 years |
| Registered driver details | Paper or electronic | Updated annually |
| Trip forms | Paper or electronic | End of academic year |
| Paying out/refunds | Paper or electronic | 7 years |
| Module rep records | Paper or electronic | records kept for up to 5 years |
| Faculty Officer records | Paper or electronic | records kept for up to 5 years |
| RATE submissions | Electronic | End of academic year (anonymised data retained beyond 1 year) |
| RATE Award attendees | Electronic | End of academic year |
| Any reportable accident, death or injury in connection with the Union  | Paper or electronic  | No longer than is necessary |
| Incident reports | Paper or electronic | No longer than is necessary |
| Refusals list | Paper or electronic | No longer than is necessary |
| Signing In records | Paper | No longer than is necessary |
| Student Disciplinaries | Paper or electronic | No longer than is necessary |
| Photographs | Electronic | Photo bank reviewed annually – information displayed to advise photographs being taken |
| Club Ball nominations | Electronic | End of academic year – archive kept of Award winner |
| Sports Ball nominations | Electronic | End of academic year – archive kept of Award winner |
| Clubs Ball attendees | Electronic | End of academic year |
| Sports Ball attendees | Electronic | End of academic year |
| Volunteers | Paper or electronic | End of academic year |

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| **Customers and visitors orientated data** |  |  |  |

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| **Type of record** | **Format and location** | **Retention period or recommendation** |
| Image of individual, Postal Address, Telephone, Email Address, Full Name and Student ID | Paper or electronic | Papers records destroyed at end of academic year and purchase history retained on MSL until account de-activated |

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| **Employees of suppliers, contractors and clients** |  |

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| **Type of record** | **Format and location** | **Retention period or recommendation** |
| Email Address, Full Name, Business Name, Postal Address, Role Title, Telephone, Signature and Bank Details | Paper or electronic | 7 years |
| Marketing contacts | Electronic | Updated annually |

**Staff orientated data**

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| **Type of employment record** | **Format** | **Retention period or recommendation** |
| Job applications and interview records of unsuccessful candidates  | Paper or electronic  | A short period, perhaps 6 months after notifying unsuccessful candidates (or longer, if there is a clearly communicated policy to keep candidates CVs for future reference). Application forms should give applicants the opportunity to object to their details being retained  |
| Personnel and training records  | 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  | Paper or electronic  | While employment continues and up to six years after employment ceases  |
| Working time opt-out forms  | Paper or electronic, originals are not required by the WTR 1998  | Two years from the date on which they were entered into  |
| Records to show compliance with the WTR 1998  | Paper or electronic  | Two years after the relevant period  |
| Annual leave records  | Paper or electronic  | Six years or possibly longer if leave can be carried over from year to year  |
| Payroll and wage records for unincorporated businesses  | Paper or electronic  | Five years after 31 January following the year of assessment  |
| Payroll and wage records for companies  | Paper or electronic  | Six years from the financial year-end in which payments were made  |
| PAYE records  | Paper or electronic  | Not less than three years after the end of the tax year to which they relate. However it may be sensible to keep them for six years as they may fall within the definition of payroll and wage records (see above)  |
| Collective workforce agreements and past agreements that could affect present employees  | Paper or electronic  | Permanently  |
| Works Council minutes  | Paper or electronic  | Permanently  |
| Maternity records  | Paper or electronic  | Three years after the end of the tax year in which the maternity pay period ends  |
| Sickness records required for the purposes of SSP  | Paper or electronic  | Three years after the end of the tax year in which payments are made  |
| Current bank details  | Paper or electronic  | No longer than necessary  |
| Record of advances for season tickets and loans to employees  | Paper or electronic  | While employment continues and up to six years after repayment  |
| Death Benefit Nomination and Revocation Forms  | 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  | Paper or electronic  | For at least three years from the date the report was made  |
| Records in relation to hours worked and payments made to workers  | Paper or electronic  | Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends  |
| Health & Safety records | Paper or electronic | No longer than necessary |