

Vision for Education's Data Retention Policy

Type of employment record	Statutory or code of practice reference	Format	Retention period or recommendation
Job applications and interview records of unsuccessful candidates	The Information Commissioner: Employment Practices Code Part 1: recruitment and selection (1.7.5)	Paper or electronic	A short period, 12 months after notifying unsuccessful candidates (unless it is the public interest that we keep records)
Candidate record including sensitive and/or personal data	N/A	Paper or electronic	7 years after your last work assignment with the Company or from the date you cleared
Candidate record including sensitive and/or personal data	N/A	Paper or electronic	Indefinitely where this is in the public interest or for the protection of children
Personnel and training records	N/A	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	N/A	Paper or electronic	While employment continues and up to six years after employment ceases
Working time opt-out forms	Regulations 5 and 9, Working Time Regulations 1998 (SI 1998/1833) (WTR 1998)	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 Working Time Regulations 1998	Regulations 5, 7 and 9, WTR 1998	Paper or electronic	Two years after the relevant period
Annual leave records	N/A	Paper or electronic	Six years or possibly longer if leave can be carried over from year to year
Payroll and wage records for companies	Schedule 18, paragraph 21, Finance Act 1998	Paper or electronic	Six years from the financial year-end in which payments were made

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PAYE and maternity records	Regulation 97, Income Tax Regulations 2003 Regulation 26, Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)	Paper or electronic	Six years from the financial year-end in which payments were made
Collective workforce agreements and past agreements that could affect present employees	N/A	Paper or electronic	Permanently
Current bank details	N/A	Paper or electronic	No longer than necessary
Record of advances for season tickets and loans to employees	N/A	Paper or electronic	While employment continues and up to six years after repayment
Death benefit nomination and revocation forms	N/A	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	Schedule 1, Part II, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 2013/1471)	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	Section 9, National Minimum Wage Act 1998 Regulation 59, National Minimum Wage Regulations 2015 (SI 2015/621)	Paper or electronic	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends
Consents for the processing of personal and sensitive data	Schedule 1, DPA	Paper or electronic	For as long as the data is being processed and up to 6 years afterwards
Disclosure and Barring Service (DBS), formerly Criminal Records Bureau (CRB), checks and disclosures of criminal records forms	ROA and Information Commissioner's Employment Practices Code Part 1.7.4 and 2.15.3	Paper or electronic	Should be deleted following recruitment process unless assessed as relevant to ongoing employment relationship. Once the conviction is spent, should be deleted unless it is an excluded profession
Immigration checks (see Practice note, Prevention of illegal working and establishing the right to work in the UK)	Immigration, Asylum and Nationality Act 2006	Paper or electronic	Two years after the termination of employment