

People & Talent Retention Schedule

Data Retained	Statutory Retention Period and Source	FCHO Retention Period	Responsible Officer	How and where data is to be retained
Recruitment & Appointment				
Applications from unsuccessful candidates	Up to 12 months in the event of a claim.	12 Months	People & Talent Manager	Electronically, FCHO Server and Vacancy Filler
Applications from successful candidates	6 years post termination in the event of contract claim	6 years after end of employment	As above	As above
Personnel records, appraisal, training, employee relations, contract of employment etc.	6 years post termination in the event of contract claim	6 years after end of employment	As above	As above
Health Safety and Sickness Absence				
Sickness records	Three years after the end of each tax year for Statutory Sick Pay purposes - SSP (general) regulations Limitation for legal proceedings.	6 years after the end of employment	People & Talent Manager	Electronically in HRIT system and in electronic employee file
Health & Safety Training Records	Potential for claims for future industrial injury claims	60 years post termination	Talent & Engagement Manager	As above
Health and safety statutory notices	Limitation for legal proceedings	6 years after compliance	H&S Manager	As above
Occupational Health Reports / Assessments	None. Recommend to retain for 6 years after termination in case of claim	6 years after end of employment. Assessments relating to asbestos or other conditions that may result in claims after 6 years will be retained for up to 40 years.	People & Talent Manager	As above

Data Retained	Statutory Retention Period and Source	FCHO Retention Period	Responsible Officer	How and where data is to be retained
Pension Schemes				
Annual reconciliations of fund contributions		Permanently	People & Talent Manager	Retained by external provider – Unity Partnership. Annual return retained electronically by FCHO.
Tax and Social Security				
Record of taxable payments	6 years – TMA - Inland Revenue require retention of each payment for 3 years.	6 years	People & Talent Manager	Electronically in HRIT system and financial records
Record of tax deducted or refunded	6 years – TMA - Inland Revenue require retention of each payment for 3 years.	6 years	As above	As above
Record of earnings on which standard National Insurance Contributions payable	6 years – TMA - Inland Revenue require retention of each payment for 3 years.	6 years	As above	As above
Record of employer's and employee's National Insurance Contributions	6 years – TMA - Inland Revenue require retention of each payment for 3 years.	6 years	As above	As above
NIC contracted-out arrangements	6 years - TMA	6 years	As above	As above
Copies of notices to employee (e.g. P45, P60)	6 years plus current year - TMA	6 years plus contract year	As above	Above

Data Retained	Statutory Retention Period and Source	FCHO Retention Period	Responsible Officer	How and where data is to be retained
Inland Revenue notice of code changes, pay & tax details	6 years - TMA	6 years	People & Talent Manager	Electronically in HRIT system and in financial records
Expense claims	6 years after audit	6 years after audit	As above	As above
Record of sickness payments	3 years following year to which they relate – SSPR - Inland Revenue require retention of each payment for 3 years.	6 years	6 years	As above
Record of maternity payments	3 years following year to which they relate - Inland Revenue require retention of each payment for 3 years. - SMPR	6 years	As above	As above
Income tax PAYE and NI returns	3 years following year to which they relate - IT(E)R	6 years	As above	As above
Redundancy details and record of	CIPD	6 years	As above	As above

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Updated JRTW