

GDPR
DATA RETENTION PERIOD GUIDELINES



LANARKSHIRE HOUSING ASSOCIATION LIMITED

Data Retention Periods

The table below sets out retention periods for Personal Data held and processed by the Association. It is intended to be used as a guide only. The Association 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.

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 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.
Facts relating to redundancies	6 years if less than 20 redundancies. 12 years if 20 or more redundancies.
Payroll	3 years after the end of the tax year they relate to

Type of record	Suggested retention time
Income tax, NI returns, correspondence with tax office	At least 3 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
Pensioners records	12 years after the benefit ceases
Statutory maternity/paternity and adoption pay records, calculations, certificates (MAT 1Bs) or other medical evidence	3 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
Wages/salary records, expenses, bonuses	6 years
Records relating to working time	2 years from the date they were made
Accident books and records and reports of accidents	3 years after the date of the last entry
Health and Safety assessments and records of consultations with safety representatives and committee	Permanently
Health 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

Type of record	Suggested retention time
Documents relating to successful tenders	5 years after end of contract
Documents relating to unsuccessful form of tender	5 years after notification
Applicants for accommodation	5 years
Housing Benefits Notifications	Duration of Tenancy
Tenancy files	Duration of Tenancy
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
Board meetings/residents' meetings (e.g. Agendas, notice of meetings etc)	2 years (this does not refer to minutes of meetings as these must be permanently retained)
Minute of factoring meetings	Duration of appointment