

Berwickshire Housing Association

Personal Data

Information and Document Retention Policy

Document	BHA agreed Retention Period	Comments
1. Application and Tenancy Records:		
Applications for accommodation	6 years after offer accepted	Best practice.
Continuous Recording of lettings and sales (CORE) data record form	None	Best practice requires form to be destroyed immediately statistics have been recorded.
Housing Benefit notifications	2 years	Recommendation of CloH.
Rent statements	2 years	Best practice.

Tenants' tenancy Files, including rent payment records, and details of any complaints and harassment cases	<p>In general, for the length of the tenancy up to 6 years post tenancy.</p> <p>There may be occasion to weed very old, but still current, files.</p>	Limitations Act 1980 and Best practice with DPA compliance 5 th principle. For rent payment details, best practice suggests live system holds 2 years records plus current year.
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	Judgement should be used in what to keep and destroy. Any live issues must be kept.	
Former tenants' Tenancy Agreements, and details of their leaving	6 years	
Care plans for children and related documents	Permanently	Some documents may be transferred to subsequent caring agency.
Care plans for adults and related documents	Permanently	May be subject to DPA. Some documents may be transferred to subsequent caring agency.

Documentation, correspondence and information provided by other agencies relating to special needs of current tenants	While tenancy continues	Information held on 'need to know' basis. Medical and Social Services records liable to be confidential. To be returned or passed to subsequent agency at end of tenancy, or destroyed.
Records relating to offenders, ex-offenders and persons subject to cautions	While tenancy continues	Information held on 'need to know' basis. Police sourced records may be confidential. To

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14. Employees: Tax and Social Security		
Record of taxable payments	6 years	Inland Revenue require retention of each payment for 3 years.
Record of tax deducted or refunded	6 years	Inland Revenue require retention of each payment for 3 years.
Record of earnings on which standard National Insurance Contributions payable	6 years	Inland Revenue require retention of each payment for 3 years.
Record of employer's and employee's National Insurance Contributions	6 years	Inland Revenue require retention of each payment for 3 years.
NIC contracted-out arrangements	6 years	
Copies of notices to employee (e.g. P45, P60)	6 years plus current year	
Inland Revenue notice of code changes, pay & tax details	6 years	
Expense claims	6 years after audit	Best practice.

Record of sickness payments	6 years	Inland Revenue require retention of each payment for 3 years.
Record of maternity payments	6 years	Inland Revenue require retention of each payment for 3 years.
Income tax PAYE and NI returns	6 years	Best practice.
Redundancy details and record of	12 years	Institute of Personnel

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payments & refunds		and Development (IPD) recommendation.
Inland Revenue approvals	Permanently	IPD recommendation
Annual earnings summary	12 years	Best practice.
15. Employees: Pension Schemes		
Actuarial valuation reports	Permanently	IPD recommendation.
Detailed returns of pension fund contributions	Permanently	Best practice.
Annual reconciliations of fund contributions	Permanently	Best practice.
Money purchase details	6 years after transfer or value taken	IPD recommendation.
Qualifying service details	6 years after transfer or value taken	IPD recommendation.
Investment policies	12 years from end of benefits payable under policy	IPD recommendation.
Pensioner records	12 years after benefits cease	IPD recommendation.
Records relating to retirement benefits	6 years after year of Retirement	Statutory requirement.
16. Employees (Personnel Procedures):		

Terms and conditions of service, both general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals	6 years after last date of currency	
Service contracts for directors (companies)	6 years after directorship ceases	Best practice.
Remuneration package	6 years after last date of currency	Limitation for legal proceedings.

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Former employees' Personnel Files	6 years	IPD recommendation.
References to be provided for former employees	20 years or until former employee reaches age 65 (whichever comes first)	Best practice.
Training programmes	6 years after completion	Best practice.
Individual training records	6 years after employment ceases	IPD recommendation.
Short lists, interview notes and related application forms,	1 year	IPD recommendation.
Application forms of non-shortlisted candidates	6 months	Recommendation of Commission for Racial Equality and Equal Opportunities Commission. LA – 1 year limitation for defamations
CRB clearance/PVG scheme membership documentation	Date of clearance + up to a maximum of six months	Home office code of practice
Time cards	2 years after audit	IPD recommendation.

Trade union agreements	10 years after ceasing to be effective	IPD recommendation.
Trust deeds, rules and minutes (for joint employee/employer sports/social clubs, etc, set up under trust)	Permanently	IPD recommendation.
Employer/employee committee minutes	Permanently	IPD recommendation.

17. Employees: Health and Safety		
Medical records relating to control of asbestos	40 years	
Health and Safety assessments	Permanently	IPD recommendation.
Health and Safety policy statements	Permanently	Good practice.
Records of consultations with safety representatives	Permanently	IPD recommendation.
Accident records, reports	6 years after date of occurrence	Limitation for legal proceedings. DPA
Accident books	6 years after date of last entry	Limitation for legal proceedings.
Sickness records	6 years from end of sickness	Limitation for legal proceedings. NCVO recommends 3 years. However for industrial injuries not detectable within that period e.g. asbestos, the time period may be extended. Also for employees exposed to hazardous substances.
Health and safety statutory notices	6 years after compliance	Limitation for legal proceedings

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19. ASB case files and associated documents		5 years or until end of legal action
20. Supporting people – subsidy claims / support plans / single assessments including supporting information		Duration of tenancy
21. Resident meeting minutes	One year	