



Data Retention Guidelines

1. Purpose of this document

A vital part of the Horniman's Data Protection Policy and practice is that personal data is retained for the appropriate period of time – neither too long nor too short. The Data Protection Policy states that:

“We will retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines”.

This document provides guidance on the implementation of this policy and the development and implementation of more detailed retention schedules for each category of personal data, and gives an indication of the special categories of personal data which needs to be retained for specified periods.

2. Determining the length of a retention period

All members of staff holding personal information should determine how long it is necessary to hold that data for and develop a retention policy for that data, taking into account the following:

- The purposes for which the data is held
- Any retention periods set out for special categories of data in the section 4 below
- The current and future value of the information
- The costs, risks and liabilities associated with retaining the information; and
- The ease of difficulty of making sure it remains accurate and up-to-date.

Where data is held for more than one purpose, there is no need to delete the data while it is still needed for any of those purposes. However, personal data should not be kept indefinitely “just in case”, or if there is only a small possibility that it will be used.

All data retention policies must be approved by the Data Compliance Officer.

3. Deletion/Destruction of data

At the end of the retention period, or the life of a particular record, it should be reviewed and deleted, unless there is some special reason for keeping it. All data held should be reviewed at least annually and deleted/destroyed in accordance with the agreed retention policy. Automated systems can flag records for review, or delete information after a pre-determined period. The review date and method for doing this should be set out in the individual retention policies.

You should only archive a record (rather than delete it) if you still need to hold it. You must be prepared to give subject access to it, and to comply with the data protection principles. If it is appropriate to delete a record from a live system, it should also be deleted from any back-up of the information on that system.

Paper records containing personal data must be securely destroyed by shredding.

4. Categories of data with specified retention periods

This section gives a guide to the categories which have legislation determining the length of time for which personal data should be held.

Accident books	3 years after completion of book	Health & Safety at Work Act 1974
Accident/dangerous occurrence report forms	3 years after date of occurrence	Health & Safety at Work Act 1974
Advertising of vacancies	6 months after filling vacancy	Sex Discrimination Acts 1975 and 1986
Advertising of vacancies	6 months after filling vacancy	Race Relations Act 1976
Advertising of vacancies	6 months after filling vacancy	Disability Discrimination Act 1995
Appeals	6 years after settlement of dispute	Limitation Act 1980
Categorising and disposal of waste	3 years after creation	Health & Safety at Work Act 1974
Company accounts	6 years after creation	Companies Acts 1985 and 1989
Complaints	6 years after settlement of dispute	Limitation Act 1980
Conduct of testing, maintenance and statutory inspections and any necessary action	6 years after life of plant/equipment	Limitation Act 1980
Control of and use of hazardous substances	40 years after file closure	Health & Safety at Work Act 1974
Delivery and goods received notes	6 years after creation	Value Added Tax Act 1994

Disciplinary hearings against staff	6 years after settlement of case unless merged with staff personnel file	Limitation Act 1980
Ethnic monitoring questionnaire/reports	5 years after creation	Race Relations Act 1976
Hiring out of conference facilities	6 years after termination of agreement	Limitation Act 1980
Income and expenditure accounts	6 years after creation	Value Added Tax Act 1994
Inspection certificates	6 years after creation	Limitation Act 1980
Insurance claims	6 years after settlement of claim	Limitation Act 1980
Insurance policies	6 years after termination of policy	Limitation Act 1980
Job applications (successful)	Transfer to staff personnel file	Sex Discrimination Acts 1975 and 1986
Job applications (successful)	Transfer to staff personnel file	Race Relations Act 1976
Job applications (successful)	Transfer to staff personnel file	Disability Discrimination Act 1995
Job applications (unsuccessful)	6 months after filling of vacancy	Sex Discrimination Acts 1975 and 1986
Job applications (unsuccessful)	6 months after filling of vacancy	Race Relations Act 1976
Job applications (unsuccessful)	6 months after filling of vacancy	Disability Discrimination Act 1995
Maintenance schedules	2 years after creation	Limitation Act 1980
Management of bank accounts	6 years after creation	Value Added Tax Act 1994
Monitoring of employees health	40 years after creation	Health & Safety at Work Act 1974
Monitoring of working environments	40 years after creation	Health & Safety at Work Act 1974
Payroll payments	6 years after creation	Limitation Act 1980
Private hire agreements	6 years after termination of agreement	Limitation Act 1980
Procurement records (e.g. tenders) successful	6 years after supply contract	Limitation Act 1980
Procurement records (e.g. tenders) unsuccessful	1 year after creation	Limitation Act 1980
Purchase orders	6 years after creation	Value Added Tax Act 1994
Records of dissolved companies	10 years after dissolution	Companies Acts 1985 and 1989
Repair reports	6 years after life of plant/equipment	Limitation Act 1980
Reporting and investigation of accidents and dangerous occurrences	40 years after date of accident	Limitation Act 1980

Risk assessment
Salary advices
Staff personnel files

3 years after review
3 years after current financial year
6 years after termination of employment

Health & Safety at Work Act 1974
Financial Services Act 1986
Limitation Act 1980