

## Abertay Housing Association Data Retention Periods

The table below sets out retention periods for Personal Data held and processed by the Association. Inevitably the list will not cover every type of record the Association holds, but can be used as a guide when considering any other personal data which is not listed here. 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	20 years after membership ceases
Personal files including training records and notes of disciplinary and grievance hearings	6 years after employment ceases to cover the time limit for bringing any civil legal action, including national minimum wage claims and contractual claims.
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of the redundancy to cover the time limit for bringing any civil legal action.
Application forms, interview notes	6 months from date of interviews based on recommendations from Commission for Racial Equality and Equal Opportunities. Successful applicants' documents should be transferred to personal file.
Documents proving the right to work in the UK	6 years after employment ceases to cover the time limit for bringing any civil legal action.
Facts relating to redundancies	6 years if less than 20 redundancies. 12 years if 20 or more redundancies. Based on CIPD recommended best practice.
Payroll	6 years after the end of the tax year they relate to. Based on CIPD recommended best practice.
Income tax, NI returns, correspondence with tax office	6 years after the end of the tax year they relate to. Based on Income Tax legislation.
Retirement benefits schemes – notifiable events, e.g. relating to incapacity	6 years from end of the scheme year in which the event took place. Based on scheme requirements.
Pensioners records	12 years after the benefit ceases. Based on CIPD recommended best practice.
Statutory maternity / paternity and adoption pay records, calculations, certificates (MAT 1Bs) or other medical evidence	6 years after the end of the tax year to which they relate. Based on Income Tax legislation.
Parental Leave	18 years from birth of child based on CIPD recommended best practice.
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after the end of the tax year to which they relate. Based on Income Tax legislation.

Wages / salary records, expenses, bonuses	6 years after the end of the tax year to which they relate. Based on Income Tax legislation.
Records relating to working time	2 years from the date they were made based on CIPD recommended best practice.
Accident books and records and reports of accidents	6 years after the date of the last entry. Based on RIDDOR requirements.
Health and Safety assessments and records of consultations with safety representatives and committee	Permanently to comply with Health & Safety at Work Act 1979.
Health records	During employment and 3 years thereafter if reason for termination of employment is connected to health based on CIPD recommended best practice.
Declarations of interest	Permanently, following implied Companies legislation.
Board Members Documents	6 years after cessation of membership, mirroring Companies Act legislation.
Documents relation to successful tenders	6 years after end of contract based on best practice guidance.
Documents relating to unsuccessful form of tender	2 years after notification based on best practice guidance.
Applicants for accommodation	6 years after offer accepted based on best practice
Housing Benefits Notifications	Duration of Tenancy based on best practice
Tenancy files	Duration of Tenancy based on best practice
Former tenants' files (key info)	Minimum of 6 years after tenancy ends for legal compliance, but some information may be kept permanently and subject to system enhancement.
Third Party documents re care plans	8 years from end of care, although some documents may be transferred to subsequent caring agency to comply with legislation.
Records re offenders. Ex-offenders (sex offender register)	Duration of Tenancy based on NACRO best practice
Lease documents	5 years after lease termination to comply with best practice
ASB case files	5 years from close or end of legal action to comply with best practice
Owners files	Duration of Ownership based on best practice
Former owners' files (key info)	Minimum of 6 years after ownership ends for legal compliance but some information may be kept permanently and subject to system enhancement.
Board meetings	Permanently, mirroring Companies Act legislation.
Residents' meetings	1 year from date of meeting based on best practice recommendations.
Minute of factoring	Duration of appointment based on best practice

meetings	
Subject Access Request Responses	3 years from the later of the provision of information or the final response to appeal based on best practice.