

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.

<b>Type of Record</b>	<b>Suggested Retention Periods</b>
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 and interview notes.	Minimum 6 months to 1 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.	At least 3 years after the end of the tax year they relate to.
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.	3 years from the date they were made.
Accident books and records and reports of accidents.	6 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.
Trade Union Agreements.	10 years after ceasing to be effective.
Board Members Documents.	5 years after cessation of membership.
Documents relation to successful tenders.	5 years after end of contract.
Documents relating to unsuccessful form of tender.	5 years after notification.

Applicants for accommodation.	Duration that application remains live
Housing Benefits Notifications.	Duration of tenancy.
Rent Registration Documentation	6 years.
Tenancy files.	6 months after termination of tenancy
Former tenants' files (key information – e.g. tenancy debts, anti-social behaviour, tenancy breaches).	5 years.
Third Party documents (e.g. care plans).	Duration of tenancy.
Records re offenders and 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.