

Area	Data Category
HR	<p>Personel and Training records incl recruitment records</p> <p>Recruitment records for unsuccessful candidates</p> <p>Annual leave records</p> <p>Records relating to Working Time</p>
Pension	<p>Auto Enrolment Acceptance</p> <p>Opt out notice</p>
Payroll	<p>Calculations of Employee Payments (Wages & Salaries)</p> <p>Submissions to HMRC</p> <p>Reclaims from HMRC</p> <p>PAYE and payroll records</p> <p>Statutory sick pay records, calculations, certificates, self certificates</p> <p>Statutory maternity pay records, calculations, certificates or other medical evidence.</p> <p>National Minumum Pay Records</p> <p>Income Tax records re employees leaving i.e. P45</p> <p>Notice to employer of tax code (P6)</p> <p>Annual return of employees and directors expenses and benefits (P11D)</p>

Certificate of pay and tax deducted
(P60)
Notice of tax code change
Annual return of taxable pay and tax
deducted
Record of pension deductions (including
super annuation)

Payroll and payroll control account

Finance

Final Annual Accounts
Working accounts
Accounting records to comply with Co
Acts
Receipts (inv, exps etc)
Invoice - Capital Item)
Petty Cash Records
Copy of invoices issued
Business Expenses
Fixed Asset Register

Budgets
Monthly Management Reports
Bank Statements
Paying In books
Cheque Books
Signatory Lists
Mortgage details
VAT Returns
Other Tax Returns
Corporation Tax records

Gift Aid

Gift Aid Declarations
Gift Aid Reclaims
Legacies

Trustees

Signed Minutes - Trustee meetings

Signed Minutes - General meetings

Letters sent or received

Policies

Company M&As

Register of Members

Votes of Land Trust members

Appointment of Land Trust trustees

Directors service contracts

Suppliers

Contracts

Contracts - construction

Quotes

Copies of Guarantees etc

Collaboration / joint venture agreements

Business related correspondence (incl emails)

Dispute resolution correspondence

YD

Application forms for YD

Waiting List (tracking when entered on list, contact, outcome of contact)

OFSTED Reports

Attendance Register

Child information

Grant Claims

Grants and bursaries

Child Protection \ Safeguarding

Meeting Minutes

Customers

Contracts

Request for Service \ Room

Customer feedback forms
Successful tender documents and bid files

Health & Safety Compliance

Accident & Injury Record
Accidents reported to RIDDOR
Fire Alarm Checks
Other H&S Checks

H&S Training Records

Risk Assessments - re Management of H&S at Work Regs
Records required under COSHH, CAWR and CLWR of examination of control equip

Legal

Advice requested \ received

Deeds of Title

Leases

Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of historical interest and final health and safety file

Records of major refurbishments, warranties, planning consents, design documents, final health and safety files

General

Activity Registration forms
Childrens and Youth Activity Attendance Registers
Centre reception sign in sheets

Data Backups

Grants

Applications

Record of Receipts

Safeguarding

Disclosure reports

Disclosure evidence

Insurance

Public, product and or employers
liability policies

Employers Liability insurance certificate

Policies

Other policies

Claims correspondance

Claims register and insurance schedules

Risk Assessments for trips

Accidents Report and any relevant
correspondence (also see H&S above)

Details of Medical Schemes

Details

Reason

Limitations Act 1980 and Data Protection Act 1998

Disability Discrimination act 1995, Race Relations Act 1976 recommend 6 mths, 1 yr limitation for defamation actions under Limitations Act

The Working Time Regulations

Taxes Management Act

Statutory sick Pay (General) regulations

Statutory Maternity Pay Regulations

National Minimum Wages Act

Taxes Management Act

Taxes Management Act

Taxes Management Act

Taxes Management Act

Taxes Management Act

Taxes Management Act

Pensions Act

Companies Act, Charities Act and Taxes
Management Act

Data Protection Act

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act + HMRC

Companies Act \ Charities Act + HMRC

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act

Companies Act \ Charities Act

HMRC guideline - 6yrs from date of most
recent donation claimed gA on

Data Protection Act

Data Protection Act, Companies Act,
Charities Act

Companies Act, Charities Act

Companies Act

Limitations Act

Limitations Act

Which child attended
when and which teachers
were working each day

Child's Record
(registration form,
medication record,
accident record etc

Education Assessment

SEND Reports

Education Tracking Data

Grant Claims

Grants and Bursaries

Contact details

payment information

photos

from County for each child

Funds available from
various organisations
with specific terms
attached

Concerns that meet the
threshold to record

Even though Children's services make the
decision on whether there is a case or not

Bruise Control Protocol
and similar policies

we will maintain a permanent record to
details our actions and concerns

Working partnership
meetings with Heath
Lane nursery etc
Organisational meetings -
eg Staff meetings etc

Limitations Act

The Reporting of Injuries, Diseases and
Dangerous Occurrences Regulations 1995

Limitations Act 980

Limitations Act 1980

Limitations Act 1980

Limitations Act 1980

Employers Liability (Compulsory Insurance)
Regulations 1998

Data Protection Act

Data Protection Act

Data Protection Act
Commercial

**Retention
Period**

Comment

6 years after employment ceases

At least 6 mths after notify successful candidate but no longer than 12 mths unless applicant notified or needed to defend action

2 years

2 years from the date on which they were made

renewed every 6 years - so keep current acceptance + previous

4 years

6 yrs plus current year

10 years

10 years

6 yrs plus current year

3 years after the end of the relevant tax year

3 years after the end of the tax year in which the maternity pay ends

3 yrs after the end of the pay reference period following the one that the records cover

6 years plus current year

6 years plus current year

6 years plus current year

6 years plus current year

6 years plus current year

6 years plus current year

6 years plus current year

6 years plus current year

Permenant

Current year

6 years after relevant year end

6 years after relevant year end

10 years

6 years after relevant year end

6 years after relevant year end

6 years after relevant year end

Permenant

Original for current year + latest updates +
original for previous year

Current year + previous year

6 years after relevant year end

6 years after relevant year end

6 years after relevant year end

6 years after relevant year end

Whilst mortgage is active + 5 years

6 years after relevant year end

6 years after relevant year end

6 years from relevant year end

Whilst current + 6 years

6 years after relevant year end

6 years after estate has been wound up

Permenant

Permenant

If minuted then kept permanent with minutes, otherwise 2 years

Whilst current + 2 years

Permenant

Permenant

Permenant record of result, not voting slips

Permenant

Minimum 1 year after the date of the termination of the contract

6 years after performance (unless executed as a deed)

15 years after certified complete

Whilst still valid + 2 years

6 years after performance (unless executed as a deed)

15 years after performance

6 years

6 years after conclusion of dispute

If application successful then whilst attending + 6 years

If application unsuccessful 3 years (in case of discrimination claims etc)

7 years

Permenant

Permenant

3 years after leaving or until after next OFSTED inspection

given to parents when child leaves

3 years after leaving or until after next OFSTED inspection

3 years after leaving or until after next OFSTED inspection

3 years after leaving or until after next OFSTED inspection

7 years

Deleted when child leaves

Current year plus 6

1 term after child leaves

3 years after last claim or until after next OFSTED inspection

7 years

Transfer with child when move on to Nursery or school

Permenant

Permenant

50 years

Six years after expiry or termination of the contract. If contract is executed as a deed the limitation period is 12 years

current plus 3 years

2 years

15 years after certified completion

Three years after last entry or end of investigation if later

3 years

10 years

10 years

50 years or until risk of any criminal prosecutions or personal injury claims have expired

50 years or until risk of any criminal prosecutions or personal injury claims have expired

40 years

Where an incident is reported to COSHH

Permenant

Permenantly or until property is disposed of
12 years after lease and liabilities under lease have been terminated

Permenantly or 6 years after property is disposed of

13 years for actions against contractors etc

Whilst individual is attending the activity and for 2 years afterwards

Permenant

1 year

Qtrly backup files for 3 years (with monthly backups for last 6 months)

Whilst still open plus 2 years

10 years

Permenant

Permenant

Permenant

40 years

3 years after lapse

In accordance with accounting and tax requirements

6 years after settlement

Permenant

1 year unless a claim has been logged

Three years after last entry or end of investigation if later

Permenant