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**Table of Duration of Retention of certain Data**  
**Appendix 5**

The table below sets out retention periods for Personal Data held and processed by the Co-operative. It is intended to be used as a guide only. The Co-operative 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>Topic</b>    | <b>Type of record</b>   | <b>Suggested retention time</b>  |
|-----------------|---|--|
| Human Resources | 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 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  |
|                 | Job Application forms, interview notes  | Minimum 6 months to a 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   | 6 years from the end of the last company financial year  |
|                 | Income tax, NI returns, correspondence with tax office  | 6 years from the end of the last company financial year  |

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|-----------------------------|--|---|
|                             | 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 | 6 years from the end of the last company financial year   |
| Human Resources (continued) | Parental Leave   | 18 years  |
|                             | Statutory Sick Pay records, calculations, certificates, self-certificates  | 6 years from the end of the last company financial year   |
|                             | Wages/salary records, expenses, bonuses  | 6 years from the end of the last company financial year   |
|                             | Records relating to working time   | 2 years from the date they were made  |
|                             | Accident books and records and reports of accidents  | 3 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 |
| Governance                  | Membership records   | 5 years after last contact  |
|                             | Committee Members' Documents   | 5 years after cessation of membership   |
|                             | Committee meetings/residents' meetings   | Permanently   |
| Technical Services          | Documents relating to successful tenders   | 5 years after end of contract   |
|                             | Documents relating to unsuccessful form of tender  | 5 years after notification  |

|                    |   |  |
|--------------------|---|--|
|                    | Property Repairs Records  | Duration of property ownership and 5 years after ownership termination |
| Housing Management | Applicants for accommodation                                      | 5 years  |
|                    | Housing Benefits Notifications                                    | Duration of Tenancy  |
|                    | Tenancy files   | Duration of Tenancy  |
|                    | Former tenants' files (key information)                           | 5 years  |
|                    | Third Party documents, e.g. regarding care plans                  | Duration of Tenancy  |
|                    | Records regarding offenders. Ex-offenders (sex offender register) | Duration of Tenancy  |
|                    | Lease documents   | 5 years after lease termination  |
|                    | Anti-Social Behaviour case files                                  | 5 years/end of legal action  |