**The Mitre Pub Ltd - Employee Data Retention Policy**

Our aim is to retain employee data for no longer than is necessary for the purposes for which the personal data is processed and the table below shows the retention periods for the employee data that we may hold.

Some personal data is retained for employment purposes, to assist in the running of the business and /or to enable individuals to be paid, in which case we generally follow the ‘recommended’ retention period. Some personal data is retained for statutory purposes, in which case we follow the ‘statutory’ retention period.

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| **Record** | **Retention Period** |
| Accident books, accident records, accident reports | Three years from the date of the last entry.*Statutory* |
| Accounting records | Three years for private companies |
| Application forms and interview notes (for unsuccessful candidates) | Six months. *Recommended.* |
| Assessments under health and safety regulations and records of consultations with safety representatives and committees | Permanently. *Recommended.* |
| Control of Substances Hazardous to Health Regulations (COSHH) records of tests and examinations of control systems and protective equipment | Five years from the date on which the tests were carried out. *Statutory.* |
| DBS, PVG, AccessNI certificates / copies | Six months. *Recommended.* |
| DBS certificate information required by CQC | Three years or until superseded if less. *Recommended.* |
| Driving license, vehicle insurance, MOT certificate details | One year after expiry unless renewed. *Recommended.* |
| Income tax and NI returns, income tax records and correspondence with HMRC | Not less than three years after the end of the financial year to which they relate. *Statutory.* |
| Inland revenue / HMRC approvals | Permanently. *Recommended.* |
| Parental leave records | Five years from birth/adoption of the child or 18 years if the child receives a disability living allowance. *Recommended.* |
| Pensioners’ records | 12 years after benefit ceases. *Recommended.* |
| Personnel files and training records (including disciplinary records and working time records) | Six years after employment ceases. *Recommended.* |
| Senior executives’ records (that is, those on a senior management team or their equivalents) | Permanently. *Recommended.* |
| Statutory Sick pay records, calculations, certificates, self-certificates | Six years after employment ceases. *Recommended.* |
| Wage / salary records (also overtime, bonuses, expenses) | Six years. *Statutory.* |