# Data Retention & Disposal Policy 2026 v.3

## 1. Introduction

1.1 This Data Retention & Disposal Policy sets out how Haydon Wick Parish Council ('the Council') manages the retention, review, archiving and secure disposal of all records created, received or maintained as part of its statutory and business activities.

1.2 This policy supports the Council's Data Protection Policy and ensures compliance with:

- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Employment Rights Act 2025 (where relevant to personnel records from April 2026)
- Pensions, audit, finance, health & safety, and local government legislation (as detailed in the Retention Schedule)

1.3 The Council will only retain records where there is a clear, legal, statutory, operational or historical justification. The UK GDPR storage limitation principle (Article 5(1)(e)) makes this a legal obligation. This is a live document and will be reviewed at least every two years, or earlier if legislation or guidance changes.

## 2. Aims & Objectives

2.1 It is recognised that up to date, reliable and accurate information is ~~a~~ vital to support the work that the Council do and the services that it provides to its residents.

This document will help us to:

- Retain the minimum amount of relevant information necessary to operate and deliver services to the public
- Comply with all applicable legal and regulatory requirements.
- Protect the Council's legal position and residents' personal data by retaining records only for appropriate limitation periods
- Reduce the burden on staff retrieving information, including under the Freedom of Information Act
- Ensure records of historical value are appropriately preserved for future generations

## 3. Scope

3.1 This policy applies to all Council records regardless of format, including:

- Paper files and minute books
- Electronic documents, spreadsheets and presentations
- Emails and instant messages on Council devices or accounts
- Databases and information held on Council systems
- Microfilm, microfiche and photographic records

3.2 A record is any information created, received or maintained as evidence of the Council's activities, decisions or transactions. Duplicate copies, working drafts and reference material are not records unless they form part of an audit trail, and may be disposed of earlier than the primary record, provided the authoritative original is securely held. Where records exist in both original and copy format, the original should be retained where practicable.

## 4. Roles & Responsibilities

4.1 Records held by Councillors on personal devices or email accounts remain Council records. Councillors must notify the Chief Officer of any significant records and are encouraged to carry out regular housekeeping of personal devices.

| Role | Responsibility |
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| **Full Council** | Adoption, oversight and periodic review of this policy. |
| **Chief Officer/Clerk to Council** | Day-to-day implementation; authorisation of disposals; maintenance of the Disposal Log; ad-hoc compliance checks; notification to Council of any legislative changes requiring policy update. |
| **Delegated Staff** | Ensuring records within their area are created, stored, retained and destroyed in line with this policy. Notifying the Chief Officer of any doubt about whether a record may be destroyed. |
| **Councillors (Members)** | Proper handling and handover of Council records. Councillors do not own Council records. On leaving office, Councillors must securely delete electronic Council records held personally and transfer or destroy hardcopy records as directed by the Chief Officer. |

## 5. Confidential Waste & Disposal Methods

5.1 Not all records require confidential disposal - crosscut shredding and certified destruction carry a cost and an environmental impact:

| Treat as Confidential Waste | Standard Disposal (Recycling / Delete) |
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| • Personal details of individuals (application forms, personnel files, payroll)<br>• Exempt information from committee reports<br>• DBS / Disclosure & Barring information<br>• Materials provided in confidence by contractors, police or other public bodies<br>• Any documents protected under the Data Protection Act / UK GDPR or the Council's Constitution | • Documents available to the public on the Council's website<br>• Reports and background papers taken to committee in public session (not exempt)<br>• General information leaflets and newsletters where no personal data is held<br>• • Reference material from other bodies (circulars, guidance notes) |

5.2 DBS certificates must be stored in a locked cabinet with restricted access and destroyed (using the office shredder) no later than 6 months after the recruitment decision; a note of the date of issue, date of check and that the certificate was verified may be retained. Electronic records should be permanently deleted, including from email deleted items folder, backups and cloud storage where practicable; where records are held on third party systems, the Chief Officer must submit deletion requests in line with the relevant service agreement.

## 6. Legal Holds & Suspension of Disposal

6.1 Records must not be destroyed while any of the following apply, regardless of whether the stated retention period has expired:

- Litigation, insurance claim or pension claim is ongoing or reasonably anticipated
- An FOI (Freedom of Information Act 2000) or EIR (Environmental Information Regulations 2004) request is open, and the record is relevant to the response
- An audit, internal or external, remains unresolved
- A Subject Access Request (SAR) is pending in respect of the record
- An investigation (including by the Information Commissioner's Office) is underway

6.2 The Chief Officer must document any legal hold, its reason and the date applied. Once the matter concludes the hold must be lifted, and the standard retention period applies from the original closure date or the date the hold was lifted, whichever is earlier.

## 7. Legal Basis for Retention

7.1 Records are retained only where one or more of the following applies:

- A specific legal or statutory requirement mandates retention (e.g. VAT Act 1994, Accounts & Audit Regulations 2015, RIDDOR 2013)
- A limitation period under the Limitation Act 1980 means the record may be relevant to a future claim (typically 6 years for contract claims, 12 years for matters under seal)
- An operational or business need exists during the active period of a project or service
- An audit, investigation, FOI (Freedom of Information Act 2000) / EIR (Environmental Information Regulations 2004) request or litigation is ongoing or reasonably anticipated
- The record has historical or archival value

7.2 Where no legal, operational or historical justification exists, a record must be destroyed. Retention on the basis that it 'might be useful' is not sufficient.

## 8. Councillor Personal Data

8.1 Councillors are not employees of the Council. They are elected or co-opted members who hold a public office. This distinction is important: the employment-related HR retention periods in Section 12 of the Retention Schedule do not apply to Councillors. Instead, personal data held about Councillors falls into two distinct categories, each with its own retention rules.

| Two Categories of Councillor Data |
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| **Category A** — Personal data held to facilitate the Councillor role (contact details, bank details for allowances, next-of-kin). This is personal data held purely as a practical necessity and should be deleted promptly when the Councillor leaves office. |
| **Category B** — Records of the Councillor conducting Council business (correspondence, declarations of interest, complaints, allowance claims). These are Council records and follow the longer retention periods in the schedule, just as staff records do. |

## 9. Records Lifecycle

9.1 All Council records pass through the following stages; retention decisions should be made at the point of creation.

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| **1. Creation** | Lawful purpose and record ownership identified; format, storage location and retention period assigned. |
| **2. Active Use** | Operational, legal or statutory purpose being served; access restricted to authorised persons. |
| **3. Closure** | Matter, project or employment concluded; record enters its retention period. |

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| **4. Retention** | Held securely for the specified period; reviewed annually against legal and operational requirements. |
| **5. Review** | On expiry: decision to destroy, extend (with justification) or archive permanently. |
| **6. Disposal** | Secure destruction or permanent archiving; disposal recorded in the Disposal Log. |

## 10. Disposal Log

10.1 The Council will maintain a permanent Disposal Log of all records destroyed, as required by the UK GDPR accountability principle (Article 5(2)).

10.2 Each entry in the Disposal Log must record:

- Record category / description
- Date range of records destroyed
- Date of disposal
- Method of disposal (e.g. crosscut shredding, certified contractor, secure electronic deletion)
- Authorising officer

10.3 Disposal of confidential waste by external contractors must be evidenced by a waste transfer note or certificate of destruction, which is itself retained permanently in the Disposal Log file.

## 11. Archiving & Permanent Preservation

11.1 Records of long-term historical importance to the Parish will be identified by the Chief Officer and preserved permanently.

11.2 Where permanent records are no longer needed for active administrative purposes, the Council may deposit them with the Wiltshire & Swindon History Centre in accordance with section 227 of the Local Government Act 1972. The Chief Officer will seek advice from the county archivist on which records should be so deposited.

11.3 One copy of every issue of the Haydon Wick Living Magazine must be deposited with the British Library in accordance with the Legal Deposit Libraries Act 2003.

## 12. Policy Review

12.1 This policy and the Retention Schedule will be reviewed at least every two years by the Chief Officer, or earlier if there is a material change in legislation or guidance (including NALC Legal Topic Notes, ACAS Codes of Practice, ICO guidance or CIPD factsheets). Following review, the updated policy will be presented to Full Council for adoption.

## 13. Understanding Data Protection Records

13.1 The following records help the Council demonstrate that personal data is handled responsibly, that risks are considered, and that requests or incidents are dealt with appropriately. They serve different purposes and should be maintained securely in line with the retention schedule.

**13.2 Data Protection Impact Assessment (DPIA)**
A DPIA is a written assessment completed before introducing a project or activity that is likely to present a higher risk to people's personal data. Examples may include introducing CCTV, carrying out a resident survey, or adopting a new website or software system. It records what is planned, whose information will be used, what risks could arise, and what steps will be taken to reduce those risks. It helps the Council consider privacy issues before the activity begins and document its decision-making. The retention schedule provides for DPIAs to be kept for six years after the assessed activity ends, or while the activity continues plus six years.

**13.3 Data Breach Register**
This is a record of personal data breaches, including incidents that may appear minor. Examples include sending an email containing personal information to the wrong recipient, losing a laptop, or leaving a filing cabinet containing personal data unsecured. The register records what happened, when it happened, who may have been affected, and what action was taken. It provides an audit trail of how incidents were handled and can help identify recurring problems or improvements needed. The retention schedule provides for breach records to be kept for at least three years after the incident is closed, and longer where regulatory action or litigation may be possible.

**13.4 Subject Access and Data Rights Request Log**
This log records requests from individuals to exercise their data protection rights. A common example is a Subject Access Request (SAR), where someone asks what personal data the Council holds about them. It can also cover requests to correct or delete personal data. The log should record when the request was received, what was requested, and how and when it was dealt with. This helps the Council track progress and monitor the usual one-month response deadline. The retention schedule provides for the log and related correspondence to be kept for three years after the request is closed.

**13.5 Appropriate Policy Document (APD)**
An APD explains how the Council handles certain special category personal data when processing it under the relevant conditions in data protection law. Special category data includes particularly sensitive information such as health information, religious beliefs, or trade union membership. Where an APD is required, it describes how the information is handled, retained, and protected, and supports the Council in documenting its compliance with the Data Protection Act 2018. Whether an APD is required depends on the type of information processed and the legal condition relied upon. The retention schedule provides for an APD to be kept for as long as it is in force and for six years after it is superseded.

## 14. Retention Schedule

| How to Use This Schedule |
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| • All periods run from the closure of the matter, end of employment, or end of the financial/audit year — unless stated otherwise. |
| • Where a legal hold applies (Section 9), the retention period is suspended until the hold is lifted. |
| • 'Secure shred / delete' means crosscut shredding of paper or permanent electronic deletion (including backups where practicable). |
| • All disposals must be recorded in the Disposal Log (Section 10). |
| • If in doubt about whether a record can be destroyed, consult the Chief Officer before acting. When in doubt — retain. |

| Key Sources Used in This Schedule |
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| **Limitation Act 1980** — sets the legal claim periods that drive many retention periods (6 years contract, 12 years deed, 3 years personal injury). |
| **ACAS Code of Practice on Disciplinary & Grievance Procedures (2015, updated)** — governs spent period for disciplinary warnings. |
| **ICO Employment Records Guidance (UK GDPR)** — requires records kept no longer than necessary; lawful basis must be documented. |
| **NALC Legal Topic Note 40 (August 2022)** — the primary reference for Parish Council document retention. |
| **CIPD HR Records Retention Factsheet (2025, updated to include ERA 2025)** — recommends retention periods for HR records. |
| **Accounts & Audit Regulations 2015** — financial and audit record requirements. |
| **DBS Code of Practice** — maximum 6 months retention for DBS certificates. |
| **Control of Asbestos Regulations 2012 / COSHH Regulations 2002** — 40-year retention for health surveillance records. |
| **Legal Deposit Libraries Act 2003** — deposit of printed publications with British Library. |
| **Employment Rights Act 2025** — changes to employment law effective from April 2026 reviewed against this schedule. |

| Document / Record | Retention Period | Reason | Authority | Disposal |
|---|---|---|---|---|
| **Minutes & Correspondence** | | | | |
| Signed Minutes of Council Meetings, Minute Books & Agendas | Indefinite | Legal requirement (LGA 1972: s228) | NALC LTN40 | Archive / N/A |
| Supporting papers on issues deemed important to the history of the Parish | Indefinite | Historical interest — offer to Wiltshire & Swindon History Centre | NALC LTN40 | Archive / N/A |
| Routine correspondence & emails (operational) | 2 years | No firm statutory period; 2 years reflects operational relevance and aligns with audit cycles | NALC LTN40 / ICO guidance | Secure shred / delete |
| Customer Comments, Feedback & Enquiry Forms (general; no complaint raised) | 2 years after the date received or responded to, whichever is later | Operational relevance only; data minimisation. Any form that raises a complaint is treated as a Complaints Record | UK GDPR Art 5(1)(e); NALC guidance | Secure shred / delete |
| Correspondence connected to audit matters | 6 years after audit year | Limitation Act 1980; audit accountability | Limitation Act 1980 | Secure shred / delete |
| Correspondence connected to planning matters | Retain as per planning record *(see Planning section below)* | Consistency with planning file | NALC LTN40 | Secure shred / delete |
| **Finance** | | | | |
| Annual Accounts / Statement of Accounts | Indefinite | Legal requirement for Parish Councils (Accounts & Audit Regs 2015) | LGA 1972, A&A Regs 2015 | N/A |

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| Annual Returns / AGAR (External Audit) | Indefinite *(publicly accessible for minimum 5 years)* | Legal requirement — must remain available for public inspection | A&A Regs 2015: Reg 14 | Shred / Delete after public inspection period |
| Receipt Books / Paying-in Books | 6 years after end of financial year | VAT Act 1994 / HMRC requirement | VAT Act 1994 | Secure shred / delete |
| Bank Statements | Last completed audit year + 6 years | Audit requirement + Limitation Act coverage | A&A Regs 2015 / Limitation Act 1980 | Secure shred / delete |
| Cheque Book Stubs | 6 years after end of financial year | Audit / VAT / Limitation Act coverage | Limitation Act 1980 | Secure shred / delete |
| Petty Cash Records | 6 years after end of financial year | Audit requirement + Limitation Act coverage | Limitation Act 1980 | Secure shred / delete |
| Sales/Purchase Ledgers, Paid Invoices, Paid Cheques, Bank Reconciliations & Budget Planning Records | 6 years | Limitation Act 1980 *(contract claims)* | Limitation Act 1980 | Secure shred / delete |
| VAT Records | 6 years | VAT Act 1994: s58 and Schedule 11 | VAT Act 1994 | Secure shred / delete |
| Payroll Records (wages, salary, overtime, bonuses, expenses) | 6 years after end of tax year | HMRC / PAYE requirement, Limitation Act 1980 | ITEPA 2003, NMW Regs, Limitation Act 1980 | Secure shred / delete |
| Pension — Employee scheme membership records | 75 years from date of birth (or minimum 12 years after benefits cease) | Long-term pension entitlement disputes, DWP guidance | Pension Schemes Act 1993, DWP guidance | Secure shred / delete |
| Pension — Employer contribution records | 6 years after relevant audit year | Audit / pension compliance | Pensions Act 2008 (auto-enrolment) | Secure shred / delete |
| Pension — Retirement decisions & calculations | 12 years | Limitation Act 1980 *(speciality/sealed instrument claims)* | Limitation Act 1980 | Secure shred / delete |

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| Pension — Opt-out records | 4 years | Auto-enrolment regulations | Occupational & Personal Pension Schemes (Auto-Enrolment) Regs 2010 | Secure shred / delete |
| **Insurance** | | | | |
| Employers' Liability Insurance Policies (while valid) | 40 years from policy end | Employers' Liability (Compulsory Insurance) Regs 1998 (as amended 2008) | EL(CI) Regs 1998 | Secure shred / delete |
| Public Liability Insurance Policies | 21 years from policy end | Best practice — long-tail personal injury limitation period (including minors) | Limitation Act 1980 | Secure shred / delete |
| Insurance Claim Records | 7 years after all obligations concluded | Limitation Act 1980 / potential litigation | Limitation Act 1980 | Secure shred / delete |
| Policy Renewal Records | While valid + 1 year | Operational requirement | ICO / NALC guidance | Secure shred / delete |
| **General Management** | | | | |
| Title Deeds,<br>Leases, Agreements,<br>Contracts | Indefinite | Audit / Legal — no limitation period for trust/land-related instruments | LPA 1925, NALC LTN40 | Archive |
| Quotations & Tenders | 6 years after contract end | Limitation Act 1980 *(contract claims)* | Limitation Act 1980 | Secure shred / delete |
| Externally Funded Project Documentation | 6 years after project close | Audit / grant conditions | Funding body requirements | Secure shred / delete |
| Complaints Records (resolved) | 6 years after closure | Limitation Act 1980 — potential civil claim | Limitation Act 1980, ICO guidance | Secure shred / delete |
| Information / FOI (Freedom of Information Act 2000) / EIR (Environmental Information Regulations 2004) Requests | 2 years after closure (or longer if pattern of requests from same requester) | ICO / Wiltshire Council practice, FOI Act 2000 | FOI Act 2000 ICO guidance | Secure shred / delete |

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| Public Consultation — Surveys & Returns | 5 years | Operational / audit relevance | NALC guidance | Secure shred / delete |
| Public Consultation — Summary Results | 10 years | Accountability / historical reference | NALC guidance | Secure shred / delete |
| Policies & Procedures | Until superseded + 6 years | Limitation Act 1980 — policies may be relevant to claims | Limitation Act 1980, NALC LTN40 | Secure shred / delete |
| Asset Management Records & Reports | Indefinite | Ongoing accountability / legal title | NALC LTN40 | N/A |
| Internal Audit Records | 6 years | Limitation Act 1980, audit accountability | Limitation Act 1980, A&A Regs 2015 | Secure shred / delete |
| Internal Audit — Fraud Investigation Records | 7 years from the investigation's final outcome date | Fraud / limitation considerations | Fraud Act 2006, Limitation Act 1980 | Secure shred / delete |
| Risk Register & Risk Management Reports | Indefinite | Governance / audit trail | NALC LTN40 | N/A |
| Disposal Log | Indefinite | GDPR accountability principle — evidence of lawful disposal | UK GDPR Art 5(2) | N/A |
| **Vehicles & Equipment** | | | | |
| Drivers' Logbooks & Mileage Records | 6 years | HMRC / VAT requirement | HMRC guidance | Secure shred / delete |
| Vehicle Maintenance, MOT & Registration Records | 2 years after disposal of vehicle | Operational / liability | NALC guidance | Secure shred / delete |
| Fuel Usage Records | 3 years | HMRC guidance / audit | HMRC guidance | Secure shred / delete |
| **Members (Councillors) — Personal Data (Category A)** | | | | |

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|---|---|---|---|---|
| Contact details (name, address, personal email, phone) | Duration of term of office; deleted within 3 months of leaving office | Data minimisation — UK GDPR Art 5(1)(e); no legal basis beyond facilitation of role | UK GDPR Art 6(1)(e) | Secure delete / shred |
| Bank details (for allowance payments) | 6 years after last payment | HMRC / PAYE requirement, VAT Act 1994 | HMRC, VAT Act 1994 | Confidential shred / secure delete |
| Next-of-kin / emergency contact details | Duration of term of office only; deleted immediately on leaving office | Data minimisation — no legal basis to retain beyond active role | UK GDPR Art 5(1)(e) | Secure delete / shred |
| Access pass photographs / biometric data | Duration of term of office; destroyed immediately on leaving office | Data minimisation; special category data if biometric | UK GDPR Art 5(1)(e); Art 9 | Secure delete / destroy |
| Co-option / election application forms | 1 year | Operationally relevant; Representation of the People Act 1983 | RPA 1983, NALC guidance | Secure shred / delete |
| **Members (Councillors) — Council Role Records (Category B)** | | | | |
| Register of Members' Interests | Term of office + 1 year | Localism Act 2011: s29 | Localism Act 2011: s29 | Secure shred / delete |
| Register of Officers' Interests | Term of office + 1 year | Localism Act 2011: s29 | Localism Act 2011: s29 | Secure shred / delete |
| Members' Allowances | 6 years | Tax / Limitation Act 1980 | Limitation Act 1980 / HMRC | Secure shred / delete |
| Committee Membership Requests & Appointments | Duration of term of office + 1 year | Administrative record of Councillor's role; aligns with Register of Interests retention period | NALC LTN40; Localism Act 2011 | Secure shred / delete |

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| Duty to Attend Acknowledgement & Electronic Summons Acceptance | Duration of term of office + 1 year | Administrative record confirming Councillor's acknowledgement of obligations; no longer relevant once term ends | NALC LTN40; Local Government Act 1972 | Secure shred / delete |
| Application for a Dispensation Order | 6 years after dispensation expires or is refused | Limitation Act 1980 — formal legal process; may be relevant to any subsequent challenge or complaint | Localism Act 2011; Limitation Act 1980 | Secure shred / delete |
| Councillor Training & Course Certificates (including Safeguarding) | Duration of term of office + 6 years | Limitation Act 1980 — evidence of competency; safeguarding certificates in particular may be relevant to any future complaint or investigation | Limitation Act 1980; NALC guidance | Secure shred / delete |
| Councillor Skills & Experience Audit Forms | Duration of term of office + 1 year | Administrative record used for Council governance and committee planning purposes; no longer operationally relevant once Councillor leaves office | NALC LTN40; UK GDPR Art 5(1)(e) | Secure shred / delete |
| Council business correspondence from Councillors | 6 years after closure of matter | Limitation Act 1980 | Limitation Act 1980; ICO guidance | Secure shred / delete |
| Councillor — Substantiated Complaints | 6 years after resolution | Limitation Act 1980 | Limitation Act 1980 | Secure shred / delete |
| Councillor — Unsubstantiated Complaints | Destroyed once matter concludes | Data minimisation, UK GDPR | UK GDPR Art 5(1)(e) | Immediate secure shred / delete |
| Parish Council Elections / Applications | 1 year | Operationally relevant, Representation of the People Act 1983 | RPA 1983, NALC guidance | Secure shred / delete |

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| Councillor Resignation Letters | 6 years after date of resignation | Limitation Act 1980 — confirms end of office and any associated contractual or financial obligations (e.g. allowance cessation); may be relevant to any subsequent dispute | Limitation Act 1980; Localism Act 2011 | Secure shred / delete |
| Councillor Equipment Agreements (e.g. loan of laptops, devices, passes) | Duration of loan + 6 years | Limitation Act 1980 — agreement constitutes a contract; records confirm return of Council property and any associated liability | Limitation Act 1980 | Secure shred / delete |
| **Personnel — Recruitment** | | | | |
| Unsuccessful Application Forms | 6 months after recruitment decision | Equality Act 2010 — potential discrimination claim | Equality Act 2010, ACAS guidance | Secure shred / delete |
| Unsuccessful References Received | 6 months after recruitment decision | Aligned with unsuccessful application retention, ACAS guidance | ACAS guidance, Equality Act 2010 | Secure shred / delete |
| DBS / Disclosure & Barring Check Records | Maximum 6 months after recruitment decision | DBS Code of Practice, Police Act 1997 — must not be retained longer than 6 months | DBS Code of Practice, Police Act 1997 | Immediate secure shred once actioned; certified destruction record kept |
| Right to Work Checks | 2 years after employment ends | Immigration, Asylum & Nationality Act 2006 | IAN Act 2006, Home Office guidance | Secure shred / delete |
| **Personnel — Active Employment** | | | | |
| Successful Application Forms, CVs & Contracts | Duration of employment + 6 years | Limitation Act 1980 — contractual claims, ACAS / CIPD best practice | Limitation Act 1980, ACAS guidance, CIPD | Secure shred / delete |

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| References Received *(successful candidates)* | Duration of employment + 6 years | Limitation Act 1980 — contractual claims, ACAS / CIPD best practice | Limitation Act 1980, ACAS guidance, CIPD | Secure shred / delete |
| Personnel Files & Training Records | 6 years after employment ceases *(Training certificates: 6 years after expiry or supersession. A record of the course, completion date and expiry date is kept on the personnel file for the full period)* | Limitation Act 1980 | Limitation Act 1980, ICO / ACAS guidance | Secure shred / delete |
| Annual Appraisal / Performance Assessment Records | Current year + 3 years | Operational HR use, potential grievance / tribunal claim | Limitation Act 1980, ACAS guidance | Secure shred / delete |
| Statutory Sick Pay Records, Calculations & Certificates | Duration of employment + 6 years | HMRC SSP rules, Limitation Act 1980 | HMRC, SSP Regs 1982, Limitation Act 1980 | Secure shred / delete |
| Authorised Absence Records (annual leave, jury service, dependants) | Duration of employment + 6 years | Limitation Act 1980, Working Time Regs 1998 | WTR 1998, Limitation Act 1980 | Secure shred / delete |
| Unpaid / Special Leave Records | Duration of employment + 6 years | Limitation Act 1980 | Limitation Act 1980 | Secure shred / delete |
| Statutory Maternity / Paternity / Adoption Pay Records | 3 years after the end of the tax year in which the maternity / paternity / adoption pay period ended | HMRC statutory pay obligations | HMRC, Social Security (SMP) Regs 1986, Statutory Paternity Pay and Statutory Adoption Pay (Administration) Regulations 2002 | Secure shred / delete |
| Wages, Salary, Overtime, Bonuses & Expenses | 6 years after end of tax year | HMRC PAYE, NMW, Limitation Act 1980 | ITEPA 2003, Limitation Act 1980 | Secure shred / delete |

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| Working Time / Hours Records | 2 years from date records were made | Working Time Regulations 1998 r9 | WTR 1998 r9 | Secure shred / delete |
| **Personnel — Disciplinary & Grievance** | | | | |
| Disciplinary — Verbal Warning (proven) | 6 months from date of warning, then destroy | ACAS Code of Practice on Disciplinary and Grievance Procedures — spent after 6 months | ACAS Code of Practice 2015 | Secure shred / delete once spent |
| Disciplinary — Written Warning (proven) | 12 months from date of warning, then destroy | ACAS Code of Practice — spent after 12 months for first written warning | ACAS Code of Practice 2015 | Secure shred / delete once spent |
| Disciplinary — Final Written Warning (proven) | 18 months from date of warning, then review | ACAS Code of Practice — typically 12-18 months; review at expiry | ACAS Code of Practice 2015 | Secure shred / delete once spent |
| Disciplinary — Dismissal Records | 6 years after termination of employment | Limitation Act 1980 — potential unfair dismissal / wrongful dismissal claim in County Court | Limitation Act 1980, Equality Act 2010 | Secure shred / delete |
| Disciplinary — Matters Involving Safeguarding / Children | Indefinite | No limitation period for certain safeguarding matters, DBS referral obligations | Police Act 1997, Safeguarding Vulnerable Groups Act 2006 | N/A — never destroy |
| Disciplinary / Grievance Investigation — Unproven | Destroyed immediately after investigation or appeal is concluded | Data minimisation — UK GDPR, ACAS guidance | UK GDPR Art 5(1)(e), ACAS guidance | Immediate secure shred / delete — document destruction in disposal log |
| Grievance Records (resolved, no further action) | 6 months–6 years depending on outcome and risk | ACAS Code of Practice, Equality Act 2010, Limitation Act 1980. Minor resolved grievances: 6 months. Grievances with potential legal claim: 6 years. | ACAS Code of Practice 2015, Limitation Act 1980 | Secure shred / delete |

| Health & Safety | | | | |
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| Accident Books & Incident Reports | 3 years from date of accident (minimum) | RIDDOR 2013, Limitation Act 1980. Extend retention if claim has been initiated. | RIDDOR 2013, Limitation Act 1980 | Secure shred / delete |
| Medical records containing details of employee exposed to asbestos or specified by the Control of Substances Hazardous to Health Regulations 1999 | 40 years from date of last entry | COSHH Regs 2002 reg 11, Control of Asbestos Regs 2012 — long latency of occupational disease | COSHH Regs 2002, Control of Asbestos Regs 2012 | Secure shred / delete |
| Medical Examination Certificates | 4 years from date of issue | Only kept while operationally relevant<br>MHSWR 1999 | Management of H&S at Work Regs 1999 | Secure shred / delete |
| Records relating to accidents ~~to~~ — persons over 18 years | 3 years from date of accident | Only kept while operationally relevant<br>Limitation Act 1980 s11 — personal injury claims must be brought within 3 years of the incident | Limitation Act 1980, RIDDOR 2013 | Secure shred / delete |
| Records relating to accidents ~~to~~ — persons under 18 years | Until 21st birthday (minimum) | Limitation Act 1980 — minors' limitation period runs from 18th birthday | Limitation Act 1980: s28 | Secure shred / delete |
| Asbestos Survey & Removal Records (premises) | 40 years | Control of Asbestos Regulations 2012 | Control of Asbestos Regs 2012 | Secure shred / delete |
| Parks & Play Area Inspection Reports | 5 years | Limitation Act 1980 — personal injury claims (3 years) plus buffer | Limitation Act 1980, HSE guidance | Secure shred / delete |
| Repairs Job Sheets | 2 years | Limitation Act 1980 / operational | Limitation Act 1980 | Secure shred / delete |

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| Periodic Machinery / PAT / Equipment Calibration Tests | Until next test + 2 years | PUWER 1998, LOLER 1998, HSE guidance | PUWER 1998, LOLER 1998 | Secure shred / delete |
| Warranties | 10 years | Consumer Rights Act 2015 / manufacturer period | CRA 2015 | Secure shred / delete |
| Waste Collection / Disposal Records (general) | 3 years | Environmental Protection Act 1990; Waste (England & Wales) Regs 2011 | EPA 1990; Waste Regs 2011 | Secure shred / delete |
| Waste Disposal Records (hazardous) | 3 years minimum; 10 years recommended | Hazardous Waste Regs 2005; Environment Agency guidance | Hazardous Waste Regs 2005 | Secure shred / delete |
| Risk Assessment Forms | As long as assessment remains current + 3 years | MHSWR 1999, HSE best practice | MHSWR 1999; HSE guidance | Secure shred / delete |
| Manual Handling Assessment Forms | 3 years | Manual Handling Operations Regs 1992 | MHOR 1992 | Secure shred / delete |
| **Planning** | | | | |
| Planning applications — large | 10 years via Planning Authority | For comparison against later revisions; potential judicial review (3 months); Limitation Act 1980 | TCPA 1990; Limitation Act 1980 | Secure shred / delete |
| Planning Applications — small | 6 years via Planning Authority | Limitation Act 1980 and available from SBC | TCPA 1990; Limitation Act 1980 | Secure shred / delete |
| Planning Policies | While relevant + 6 years | Limitation Act 1980 coverage; historical reference | TCPA 1990; Limitation Act 1980 | Secure shred / delete |
| **Communications** | | | | |
| Haydon Wick Living Magazine | Indefinite | Legal Deposit Libraries Act 2003 — deposit copy with British Library | Legal Deposit Libraries Act 2003 | Archive / British Library deposit |
| Advertisers' Details | 5 years after subscription / arrangement ends | Limitation Act 1980 (contract); GDPR data minimisation | Limitation Act 1980; UK GDPR | Secure shred / delete |

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| Subscriber / Deliverer / Contributor Details | 1 year after end of relationship | Data minimisation; UK GDPR | UK GDPR Art 5(1)(e) | Secure shred / delete |
| **Leisure Gardens, Community Bus & Room Bookings** | | | | |
| Leisure Gardens — Tenant Details & Payment Records | 6 years after tenancy ends | Limitation Act 1980 (tenancy disputes / rent); VAT if applicable | Limitation Act 1980 | Secure shred / delete |
| Community Bus — Passenger Details & Payment Records | 6 years | Limitation Act 1980; potential personal injury claims | Limitation Act 1980 | Secure shred / delete |
| Room Bookings — Forms (paper) | 1 year | Operational relevance | NALC guidance; UK GDPR | Secure shred / delete |
| Room Bookings — Electronic Booking Information | 5 years | Statistical / accountability | UK GDPR Art 5(1)(e); ICO guidance | Secure delete |
| **Volunteers** | | | | |
| Volunteer Application / Registration Details | Duration of active volunteering + 1 year | Data minimisation; no legal basis to retain beyond active involvement, short buffer for handover/reference purposes | UK GDPR Art 5(1)(e) | Secure shred / delete |
| Volunteer DBS / Safeguarding Checks (where applicable) | 6 months after check, per DBS Code of Practice (retain only date/outcome of check thereafter) | Consistency with staff DBS handling | DBS Code of Practice | Secure shred / delete |
| Volunteer Incident/Accident Records (if involved in an incident) | 3 years (or per Health & Safety category if more relevant) | RIDDOR 2013 | RIDDOR 2013 | Secure shred / delete |
| **Data Protection Records** | | | | |
| Data Protection Impact Assessments (DPIAs) | 6 years after the activity assessed ends, or while the activity remains ongoing + 6 years | Evidences accountability/compliance decision-making; aligns with general limitation period | UK GDPR Art 5(2) (accountability); ICO guidance | Secure shred / delete |

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|---|---|---|---|---|
| Data Breach Register / Records | Minimum 3 years from closure; longer if regulatory action or litigation is possible | Evidences accountability; supports pattern analysis; ICO may request evidence | UK GDPR Art 5(2), Art 33 | Secure shred / delete |
| Subject Access / Rights Request Log & Correspondence | 3 years after request closed | Evidences compliance with statutory 1-month response duty; defends against future disputes about handling | UK GDPR Art 12; Limitation Act 1980 | Secure shred / delete |
| Appropriate Policy Document (APD) | Duration it is in force + 6 years after superseded | UK GDPR Art 9/Sch 1 DPA 2018 requirement to document special category processing | DPA 2018, Sch 1, Part 4 | Secure shred / delete |

| Version | Date | Author | Notes |
|---|---|---|---|
| 1.0 | October 2019 | Georgina Morgan-Denn **Chief Officer to Council** | Adopted 15th October 2019 – FC 123.1 A |
| 1.1 | October 2020 | Georgina Morgan-Denn **Chief Officer to Council** | Amended and approved at Full Council 27th October 2020 – FC123.3A |
| 2.0 | July 2026 | Georgina Morgan-Denn **Chief Officer to Council** | Full revision — retention periods updated to reflect ACAS, CIPD, ICO, NALC LTN40 and Limitation Act 1980 guidance. Additional sections and schedule entries incorporated to reflect current legislative and best practice requirements. **Adopted 21st July 2026 - FC 055A** |
| 3.0 | November 2026 | Georgina Morgan-Denn **Chief Officer to Council** | Additional sections: Explanation for different data protection record, what they mean and used for etc (s13). New retention categories for Volunteers and Data Protection records. |