

| Data Information Type | Manager of associated PII Data | Type of Record | Retention Period |
|-----------------------|--------------------------------|---|--|
| PII | | Recruitment Records | |
| | Recruitment | Completed online application forms and/or sent CV's | Unsuccessful candidates: one year after notifying candidates of the outcome of the recruitment exercise |
| | Recruitment | Assessments, exercises or tests | |
| | Recruitment | Notes from Interviews and short listing exercises | |
| | Recruitment | Right to Work Checks | |
| | Admin | Pre-Employment Checks | Successful candidates documents will be transferred to the personnel file and retained for 6 years following contract end or permanent placement start |
| | Admin | Pre-Employment Verification of details provided by the successful candidate. For example, checking qualifications and taking up references (These will be transferred to the candidates file) | |
| | Admin | Criminal records checks (These will be transferred to the candidates file if they are relevant to the ongoing relationship) | |
| PII | | Contracts | |
| | Admin | Registration Forms & Work Finding Agreements (incl working time directive opt-out) | Unsuccessful candidates: one year after notifying candidates of the outcome of the recruitment exercise Successful candidates documents will be transferred to the personnel file and retained for 6 years following contract end or permanent placement starts |
| | Consultant | Written particulars of employment | During employment and for six years after the contract ends or permanent placement starts |
| | Consultant | Contracts of employment or other contracts | |
| | Consultant | Documented changes to terms and conditions | |

| PII | | Payroll & Wages | |
|-----|-------------|--|---|
| | Finance | Payslips | Six years plus current tax year |
| | | P60 | |
| | | Benefits in kind (P11D) | |
| | | Payroll input | |
| | | Current bank details for payroll purposes | |
| | | PAYE records | |
| | | Bacs listing | |
| | | Payroll summaries | |
| | | RTI-FPS-EPS | |
| | | Records in relation to hours worked | |
| PII | | Personnel Records | |
| | Admin | Personal details e.g. address, date of birth, NINO, next of kin | During employment and for six years after the contract ends or permanent placement starts |
| | | Qualifications/references | |
| | | Consents for the processing of special categories of personal data | |
| | Finance | Annual leave and absence records | |
| | Admin | Annual assessment reports | |
| | Recruitment | Disciplinary procedures | |
| | Recruitment | Grievance procedures | |
| | Recruitment | Resignation, termination and retirement | |
| | Finance | Current bank details | |
| PII | | Maternity, paternity, adoption and shared parental leave records | |
| | Finance | Payments | Six years after contract ends |
| | | Dates | |
| | | Period without payment | |
| | | Maternity certificates showing the expected week of confinement | |

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|-----|-------------|--|---|
| PII | | Data Subject Access Requests | |
| | Compliance | Any data records that have been requested by the data subject | Six years after employment ends |
| PII | | Travel and subsistence. | |
| | Finance | Travel expenses & subsistence allowances | Six years after employment ends |
| PII | | Information supplied by Third Party Supplier | |
| | | Contact Data | |
| | Recruitment | Your name;address; email address; telephone No, company position, location | Six years after employment ends or permanent placement starts |
| | | CV or Career History | |
| | Recruitment | Training, skills, industry or project experience, personal development, other professional and personal experience | Six years after employment ends or permanent placement starts |
| | | References of | |
| | Recruitment | Previous employers, educations establishment, professional and personal experience | Six years after employment ends or permanent placement starts |
| | | Relating to travel arrangements where applicable | |
| | Recruitment | Name, address (including home address) and contact details (including email address, telephone No, Company position, location, passport and visa details | Six years after employment ends or permanent placement starts |
| | | Employment History | |
| | Recruitment | Contact details including company, address, email & position | Six years after employment ends or permanent placement starts |
| | | Accounts Data | |
| | Finance | Accounts Contact, Bank details, VAT Number, Company No | Six years after employment ends or permanent placement starts |
| | | Relating to your scheduled attendance at work | |
| | Finance | Name, Place of work, days of work, working hours | Six years after employment ends or permanent placement starts |
| | | Relating to Security Checks | |
| | Admin | Criminal declaration form, nationality, passport, driving license, photos and CCTV footage, Date of Birth, Place of Birth | Six years after employment ends or permanent placement starts |