

Data Information Type	Manager of associated PII Data	Type of Record	Retention Period
PII		Recruitment Records	
	Recruitment	Completed online application forms or CV's	Non-Suitable Candidates: Deletion of data will be completed within 30 days of receipt
	Recruitment	Assessments, exercises or tests	
	Recruitment	Notes from Interviews and short listing exercises	
	Recruitment	Right to Work Checks	Unsuccessful candidates: one year after notifying candidates of the outcome of the recruitment exercise
	Admin	Pre-Employment Checks	
	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)	Successful candidates documents will be transferred to the personnel file and retained for 6 years following contract end or permanent placement start
	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	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
		HR P60's	
		HR Benefits in kind (P11D)	
		HR Payroll input	
		HR Current bank details for payroll purposes	
		HR PAYE records	
		HR Bacs listing	
		HR 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		Records in connection with working time	
	Admin	HR Working Time Directive opt-out	Six years after contract ends
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.	

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	
	Admin	Your name;address; email address; telephone No, company position, location	Six years after employment ends or permanent placement starts
		CV or Career History	
	Admin	Training, skills, industry or project experience, personal development, other professional and personal experience	Six years after employment ends or permanent placement starts
		References of	
	Admin	Previous employers, educations establishment, professional and personal experience	Six years after employment ends or permanent placement starts
		Relating to travel arrangements where applicable	
	Admin	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	
	Admin	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