

### Scheme of Retention for Staff Personal Data

Term	Period of Retention
Short	Event + 1 month/Term/Year
Long	Staff member leaves school + 6 years
Extended	25 years post staff member leaving or longer as per legal requirement

Data Group	Term	Justification
<b>Recruitment</b>		
Recruitment papers	6 months	Legal time frame from closing date
Successful candidate recruitment papers inc contract and offer letter	Long	Part of personnel file. If potential legal proceeding/issue then retention extended.
<b>Pre Employment Checks &amp; Single Central Record Evidence</b>		
References	Long	Required under safer recruitment
Pre-employment checks	Long	Required under safer recruitment
DBS Evidence	Short + 1m	Until DBS process complete
<b>Induction &amp; Performance Management</b>		
Induction papers including statutory NQT Induction	Long	Part of personnel file. If potential legal proceeding/issue then retention extended.
Performance Management	Long	Legal requirement
<b>Pay and Pensions</b>		
Annual salary letter	Long	Required by Teachers Pay and Conditions Document
Payroll Information	Long	Part of personnel file, Taxes Management Act 1970
Pension Documents	Pension Age	(Copies opt in/out forms & any correspondence) Required under pension legislation
Time Sheets	Long	Taxes Management Act 1970
<b>Leave Records</b>		
Record of maternity, paternity and adoption leave	Long	Personnel file. Statutory Pay Regulations
Leave of absences requests	Long	Personnel file
<b>Sickness Records</b>		
Sickness/ Health Records & calculations	Long	Personnel file.
COSHH related medical records	Extended	40 years COSHH regulations 1999
<b>Disciplinary (inc Capability) &amp; Grievance</b>		
Allegations of child protection nature against member of staff (except malicious allegations)	Extended	Statutory guidance from keeping children safe in education. (Pension age or 10+ yrs depending on longest)
Disciplinary/Grievance actions	Long	Personnel file
<b>Other</b>		
Redundancy Pack	Long	Time limit on litigation
Accident & injuries at work	Extended	12 years from date of incident. H& S regulation
H&S Executive notification	Extended	Indefinite. H&S regulations
Secondment Documents	Long	Personnel file
Resignation Documents	Long	Personnel file