Employees and Workers

|  |  |  |  |
| --- | --- | --- | --- |
| All personnel file data other than items below | 6 years | + 1 year | Termination of employment |
| Health data | 6 year | + 1 year | Termination of employment |
| Criminal record check (copies) | 6 months | + 1 year | Closure of recruitment process |
| Criminal record check reference numbers | 6 years | + 1 year | Termination of employment |
| Authentication questions / answers, Bank details, Citizenship, Clothing size, Ethnicity, Eye colour, Gender, Hair colour, Height, Identifying marks, Passport copy / number, Religious or philosophical beliefs | 1 year | n/a | Termination of employment |
| Payroll information | 6 years | + 1 year | Termination of employment |
| Personal data contained within work delivered | 6 years | + 1 year | Date of last entry in records |
| Personal data contained within drone incident report | 2 years | + 1 year | Date of last entry in records |

Applicants

|  |  |  |  |
| --- | --- | --- | --- |
| All recruitment documentation | 6 months | + 1 month | Closure of recruitment process |

At risk individuals

|  |  |  |  |
| --- | --- | --- | --- |
| ID and contact data, guidance notes and location found | 6 years | + 1 year | Date of last entry in records |

Clients and business partners

|  |  |  |  |
| --- | --- | --- | --- |
| Contact information | 5 years | n/a | Termination of relationship or last engagement (whichever is last) |
| Any personal data contained within accounting records | 3 years | + 1 year | End of relevant financial year |

Suppliers and contractors

|  |  |  |  |
| --- | --- | --- | --- |
| Payroll information | 6 years | + 1 year | End of relevant financial year |
| Any personal data contained within accounting records | 3 years | + 1 year | End of relevant financial year |
| Data contained within supplier assessments | 6 years | + 1 year | Termination of contract or last engagement (whichever is last) |

Volunteers

|  |  |  |  |
| --- | --- | --- | --- |
| Contact information | 6 years | + 1 year | Termination of relationship or last engagement (whichever is last) |

Web Users

|  |  |  |  |
| --- | --- | --- | --- |
| Cookies | Until user clears cookie cache | n/a | n/a |