Data Retention Schedule

Type of Personal Data	Period	Buffer	Period Commencement

Employees and Workers

Type of Personal Data	Period	Buffer	Period Commencement
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

Data Retention Schedule

Type of Personal Data	Period	Buffer	Period Commencement

Applicants

Type of Personal Data	Period	Buffer	Period Commencement
All recruitment documentation	6 months	+ 1 month	Closure of recruitment process

At risk individuals

Type of Personal Data	Period	Buffer	Period Commencement
ID and contact data, guidance notes and location found	6 years	+ 1 year	Date of last entry in records

Clients and business partners

Type of Personal Data	Period	Buffer	Period Commencement
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

Type of Personal Data	Period	Buffer	Period Commencement
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)

Data Retention Schedule

Type of Personal Data	Period	Buffer	Period Commencement

Volunteers

Type of Personal Data	Period	Buffer	Period Commencement
Contact information	6 years	+ 1 year	Termination of relationship or last engagement (whichever is last)

Web Users

Type of Personal Data	Period	Buffer	Period Commencement
Cookies	Until user clears cookie cache	n/a	n/a