

### Data Retention for Easthall Park Housing Co-operative – Housing Files

CURRENT TENANT FILES	RETENTION PERIOD	WHERE DO WE HOLD THIS INFORMATION?	COMMENTS
Application for Housing	6 years after offer accepted	Electronic File	
Tenancy Agreement	Length of Tenancy	Electronic File	
Tenant correspondence to Easthall Park	Length of Tenancy	Electronic File	
Verification of Details	Length of Tenancy	Electronic File	
Share application and obligation of Membership	Length of Tenancy	Electronic File	
Care Plans	Length of Tenancy	Electronic File	
OT Assessments	Length of Tenancy	Electronic File	
Identification	Length of Tenancy	Electronic File	
Records from Police relating to offenders	Length of Tenancy	Electronic File	
Void and Allocation Audit	Length of Tenancy	Electronic File	
Housing Benefit notifications	2 years	Electronic File	
ASB	3 years	Electronic File	Housing Scotland Act 2014 will change this to 3 years
Rent Arrears Letters	2 years	Electronic File	
FORMER TENANT FILES	RETENTION PERIOD		COMMENT
Former Tenant Files remain an operational file until 12 months after EOT date. The file must then be cleared off all documentation with exception of the following:			
Tenancy Agreement	5 years	Electronic File	GDPR will change this to 5 years
Termination Details	5 years	Electronic File	
Rent Arrears	5 years	Electronic File	
ASB	3 years	Electronic File	Housing Scotland Act 2014 will change this to 3 years

## Data Retention for Easthall Park Housing Co-operative – HR Files

SUBJECT/RECORD	RETENTION PERIOD	WHERE DO WE HOLD THIS INFORMATION?	COMMENTS/ACCESS
Application for Recruitment - Successful	Period of Employment & 5 Years thereafter	Electronic File & Hard Copy	Senior Management Team
Application forms, interview notes, feedback, panel communications, references	Minimum 6 months to a year from date of interviews. Successful applicants' documents transferred to personal file.	Electronic File & Hard Copy	Director
Redundancy details, calculations of payments, refunds.	6 years from the date of the redundancy	Electronic File	Director & Finance Manager
Documents proving the right to work in the UK	2 years after employment ceases.	Electronic File	Director
Facts relating to redundancies	6 years if less than 20 redundancies. 12 years if 20 or more redundancies.	Electronic File	Director
Payroll	3 years after the end of the tax year they relate to	Electronic File	Senior Management Team & Payroll Provider
Income tax, NI returns, correspondence with tax office	At least 3 years after the end of the tax year they relate to	Electronic File	Finance Team Payroll Provider Senior Management Team
Retirement benefits schemes – notifiable events, e.g. relating to incapacity	6 years from end of the scheme year in which the event took place	Electronic File	
Pension records	12 years after the benefit ceases	Electronic File	Senior Management Team
Appraisal Records		Electronic File & Hard Copy	Line Manager

<b>SUBJECT/RECORD</b>	<b>RETENTION PERIOD</b>	<b>WHERE DO WE HOLD THIS INFORMATION?</b>	<b>COMMENTS/ACCESS</b>
Absence Records		Electronic File	
Disciplinary records	3 years after the end of the tax year to which they relate	Electronic File & Hard Copy	Chairperson/Director & Senior Management Team
Medical Records	3 years after the end of the tax year to which they relate	Hard Copy	Director
Grievance	3 years after the end of the tax year to which they relate	Electronic File	Director
Statutory maternity/paternity and adoption pay records, calculations, certificates (MAT 1Bs) or other medical evidence	3 years after the end of the tax year to which they relate	Electronic File	Senior Management Team
Parental Leave	18 years	Electronic File	Director
Statutory Sick Pay records, calculations, certificates, self-certificates	3 years after the end of the tax year to which they relate	Electronic File	Director & Senior Management Team
Wages/salary records, expenses, bonuses	6 years	Electronic File & Hard Copy	Director, Finance Manager & Team
Records relating to working time	2 years from the date they were made		
Accident books and records and reports of accidents	3 years after the date of the last entry	Hard Copy Director's Office	
Health and Safety assessments and records of consultations with safety representatives and committee	Permanently	Health & Safety File Directors Office	
Retirement & Pension Information			
Miscellaneous Start & Leave Dates	Permanently	Electronic File	Director