

Malvern Hills Trust

Summary of retention periods for personal data

Accounting and payroll records		
Document	Retention period	Reason for retention period
Accounting records	Six years from the end of the financial year in which the transaction was made	Charities Act
Payroll documents	Six years plus current year	HMRC regulations
Staff and volunteer records		
Document	Retention period	Reason for retention period
Accident book	Three years after the last entry (or end of investigation if later)	RIDDOR 1995
Personnel files and training records	Maximum 6 years after the employment ceased	Limitations Act 1980, best practice
Wages and salary records, including overtime and expenses	Six years plus current year	HMRC regulations
Redundancy details	Six years after the employment has ceased	Best practice
Life assurance expression of wish forms	Six years after the employment has ceased (or death)	Best practice
Records relating to working time	Two years from the date on which they are made	Working Time Regulations
Application forms and interview notes (unsuccessful candidates)	Six months	Equality Act 2010
SMP records	Three years after the end of the tax year in which maternity period ends	Statutory Maternity Pay Regulations
SSP records	Three years after the end of the pay reference period following the one that the records cover	Statutory Sick pay regulations
Next of kin/expression of wish form	Six years after date of death	Best practice
Volunteer records	Three years following departure	Limitations Acts 1980 (personal accident claims)
Health & safety records	Three years for general records. Permanently for records relating to hazardous substances	Limitations Acts 1980 (personal accident claims)
Buildings and land		
Document	Retention period	Reason for retention period
Deeds of title	Permanently (or until the property is disposed of)	Limitations Act 1980
Leases	12 years after the lease and liabilities under it have terminated	Limitations Act 1980

Insurance		
Document	Retention period	Reason for retention period
Employer's liability insurance certificate	40 years	Employer's Liability (Compulsory Insurance) Regulations 1998
Claims correspondence	Three years after settlement	Best practice
Policies	Three years after lapse	Best practice
Accident reports and relevant correspondence	Three years after settlement	Best practice
Board		
Document	Retention period	Reason for retention period
Minutes of meetings	Permanently	Commercial/reference
Board member personal details	Three years following departure	Limitations Acts 1980
Consent forms	Three years following departure	Limitations Acts 1981
Annual accounts and annual review	Permanently	Commercial/reference
Major agreements of historical significance	Permanently	Charities Act/commercial
Other		
Document	Retention period	Reason for retention period
Contracts with customers, suppliers or agents (including graziers)	Six years after expiry or termination of the contract	Limitations Act 1980
Licensing agreements, indemnities, guarantees and other agreements	Six years after expiry or termination of the contract. If the contract is executed as a deed the period increases to 12 years as after expiry/termination	Limitations Act 1980
Emails	To follow guidance for specific areas above. General emails 2 years	Best practice
Car park passes		
Document	Retention period	Reason for retention period
Application forms for postal or online passes	6 months after the pass has been sent out	Best practice
Car park pass databases	One year after expiry of the pass	Best practice
Pass sales records sheet	Destroy after entry to database	Best practice