

DATA RETENTION POLICY – EMPLOYMENT RECORDS

This policy sets out the Company's approach to retaining employment records in accordance with the Data Protection Act 2018.

ABOUT THIS POLICY

The corporate information, records and data of Blossom House School is important to how we conduct business and manage employees.

There are legal and regulatory requirements for us to retain certain data, usually for a specified amount of time.

We also retain data to help our business operate and to have information available when we need it. However, we do not need to retain all data indefinitely, and retaining data can expose us to risk as well as be a cost to our business.

This Data Retention Policy explains our requirements to retain data and to dispose of data.

Failure to comply with this policy can expose us to fines and penalties, adverse publicity, difficulties in providing evidence when we need it and in running our business.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

SCOPE OF POLICY

This policy covers all data that we hold or have control over. This includes physical data such as CCTV, hard copy documents, contracts, notebooks, letters and invoices. It applies to both personal

data and non-personal data. In this policy we refer to this information and these records collectively as "data".

GUIDING PRINCIPLES

Through this policy, and our data retention practices, we aim to meet the following commitments:

- We comply with legal and regulatory requirements to retain data.
- We comply with our data protection obligations, in particular to keep personal data no longer than is necessary for the purposes for which it is processed (storage limitation principle).
- We handle, store and dispose of data responsibly and securely.
- We create and retain data where we need this to operate our business effectively, but we do not create or retain data without good business reason.
- We allocate appropriate resources, roles and responsibilities to data retention.
- We regularly remind employees of their data retention responsibilities.
- We regularly monitor and audit compliance with this policy and update this policy when required.

ROLES AND RESPONSIBILITIES

Responsibility of all employees. We aim to comply with the laws, rules, and regulations that govern our organisation and with recognised compliance good practices. All employees must comply with this policy, the Record Retention Schedule, any communications suspending data disposal and any specific instructions from the HR Manager. Failure to do so may subject us, our employees, and contractors to serious civil and/or criminal liability. An employee's failure to comply with this policy may result in disciplinary sanctions, including suspension or termination. It is therefore the responsibility of everyone to understand and comply with this policy.

The HR Department is responsible for identifying the employment data that we must or should retain, and determining, in collaboration with the DPO the proper period of retention. Additionally, the HR Department handles the destruction of employment records whose retention period has expired.

Data Protection Officer. Our Data Protection Officer (DPO), Setswana, is responsible for advising on and monitoring our compliance with data protection laws which regulate personal data. Our DPO works with our HR Department on the retention requirements for personal data and on monitoring compliance with this policy in relation to personal data.

RETENTION AND ERASURE OF RECRUITMENT DOCUMENTS

We retain personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

The candidate privacy notice advises candidates how long we expect to keep their personal information for, once a recruitment decision has been communicated to them. This is likely to be for

six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by us.

Information relating to successful candidates will be transferred to their employment record. This will be limited to that information necessary for the working relationship and, where applicable, that required by law.

Following a recruitment exercise information, in both paper and electronic form, will be held by the HR department. Destruction of that information will take place in accordance with these guidelines.

RETENTION AND ERASURE OF EMPLOYMENT RECORDS

We have regard to recommended retention periods for particular employment records set out in legislation, referred to in the table below. However, we also have regard to legal risk and may keep records for up to seven years (and in some instances longer) after your employment or work with us has ended.

Type of employment record	Retention period
<p>Recruitment records (These may be transferred to a successful candidate's employment file.)</p> <p>These may include:</p> <p>Completed online application forms or CVs.</p> <p>Equal opportunities monitoring forms.</p> <p>Assessment exercises or tests.</p> <p>Notes from interviews and short-listing exercises.</p> <p>Pre-employment verification of details provided by the successful candidate. For example, checking qualifications and taking up references.</p> <p>Criminal records checks.</p> <p>(These may be transferred to a successful candidate's employment file, please see the section on Personnel Records).</p>	<p>Six to twelve months after notifying candidates of the outcome of the recruitment exercise.</p>
<p>Contracts</p>	
<p>These may include:</p> <p>Written particulars of employment.</p> <p>Contracts of employment or other contracts.</p> <p>Documented changes to terms and conditions.</p> <p>References provided on behalf of former employee</p>	<p>While employment continues and for seven years after the contract ends.</p>

Payroll and wage records	
<p>New starter payroll form (inc. name, address, student loans, other jobs, pay, role, hours and bank details)</p> <p>Payroll and wage records</p> <p>Details on overtime.</p> <p>Bonuses.</p> <p>Expenses.</p> <p>Benefits in kind.</p>	<p>These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
PAYE records	<p>These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
Payroll and wage records for companies	<p>These must be kept for six years from the financial year-end in which payments were made. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
Records in relation to hours worked and payments made to workers	<p>These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.</p>
Travel and subsistence.	<p>While employment continues and for seven years after employment ends.</p>
Record of advances for season tickets and loans to employees	<p>While employment continues and for seven years after employment ends.</p>
Personnel records	
<p>These include:</p> <p>Copies of documents to prove identity (for example, passport, proof of address, birth certificate etc).*</p> <p>Qualifications/training records.*</p> <p>References.*</p> <p>Consents for the processing of special categories of personal data.*</p> <p>Annual leave records.</p>	<p>Any personal data kept should only be retained for as long as necessary. Staff personnel files can be kept for +25 years so long as they are then disposed of securely. We have put a * by the documents that we think we may have to retain for +25 years due to evidence our safer recruitment processes and safeguarding records. The others will only be retained while employment continues and for seven years after employment.</p>

<p>DBS certificate and overseas police checks records.*</p> <p>Application forms/work and education history.*</p> <p>Assessment exercises or tests.*</p> <p>Notes from interviews.*</p> <p>Annual assessment reports.*</p> <p>Disciplinary procedures.*</p> <p>Grievance procedures.*</p> <p>Death benefit nomination and revocation forms.</p> <p>Resignation, termination and retirement.*</p>	
Maternity records	
<p>These include:</p> <p>Maternity payments.</p> <p>Dates of maternity leave.</p> <p>Period without maternity payment.</p> <p>Maternity certificates showing the expected week of confinement.</p>	<p>These must be kept for at least four years after the end of the tax year in which the maternity pay period ends. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
Accident records	
<p>These are created regarding any reportable accident, death or injury in connection with work.</p>	<p>For at least four years from the date the report was made.</p>