

**Appendix 2**

**Retention Periods (Employees):**

<b>Document</b>	<b>Reason for Retention</b>	<b>Period of Retention</b>
<b>Employee Paper Personnel Files</b>		Duration of employment +
Name		Duration of employment +
Date of Birth		Duration of employment +
National Insurance Number		Duration of employment +
Bank Details		Duration of employment +
Ethnicity		Duration of employment +
Religion		Duration of employment +
Vehicle Details		Duration of employment +
Next of Kin / Emergency Contacts		Duration of employment +
Application Forms		Duration of employment +
DBS Checks		Duration of employment +
Overseas Criminal Checks		Duration of employment +
Bank Details		Duration of employment +
Data Checking Sheet		Duration of employment +
Evidence of Identity		Duration of employment +
Pay Grade Information		Duration of employment +
Qualifications Information		Duration of employment +
<b>Employee Electronic Personnel Files</b>		Duration of employment +
Name		Duration of employment +
Date of Birth		Duration of employment +
National Insurance Number		Duration of employment +
Bank Details		Duration of employment +
Ethnicity		Duration of employment +
Religion		Duration of employment +
Vehicle Details		Duration of employment +
Next of Kin / Emergency Contacts		Duration of employment +
DBS Checks		Duration of employment +
Overseas Criminal Checks		Duration of employment +
Pay Grade Information		Duration of employment +
Qualifications Information		Duration of employment +
Absence Records		Duration of employment +
<b>Successful Applicant - Application Forms</b>		Duration of employment +
Successful Applicant - Criminal Records Background Check – Self Declaration		Duration of employment +
Successful Applicant - Interview Questions and Answers		Duration of employment +
Successful Applicant - Interview Tasks and Notes		Duration of employment +
<b>Unsuccessful Applicant - Application Forms</b>	For reference in event of discrimination claim arising from recruitment process	6 months from interview date
Unsuccessful Applicant - Criminal Records Background Check – Self Declaration	For reference in event of discrimination claim arising from recruitment process	6 months from interview date
Unsuccessful Applicant - Emails relating to the application process	For reference in event of discrimination claim arising from recruitment process	6 months from interview date
Unsuccessful Applicant - Interview Questions and Answers	For reference in event of discrimination claim arising from recruitment process	6 months from interview date
Unsuccessful Applicant - Interview Tasks	For reference in event of	6 months from interview date

and Notes	discrimination claim arising from recruitment process	
Employee Performance Management		
Employee Disciplinary		
Employee Sanctions		
Employee Dismissal		
<b>Accident Forms</b>		