



NORTH HERTFORDSHIRE DISTRICT COUNCIL

Retention Schedule – Resources

**Accountancy
Human Resources
Performance & Risk
Audit
Insurance
Property Services**

January 2020

Document Control**Retention Schedule**

Organisation	North Hertfordshire District Council
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Revision Date	Version	Previous Version	Description of Revision
October 2018	1.0		New document
October 2019 – January 2020	2.0	1.0	Annual review

Document Approvals

This document requires the following approvals:

Sponsor Approval	Name	Date
	Ian Couper	04/02/2020

Document Distribution

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1. Introduction

The Council's Approach to Data Management

In response to the requirements of the General Data Protection Regulations in particular Principle (e) storage limitation: 'You must not keep personal data for longer than you need it. You need to think about – and be able to justify – how long you keep personal data. This will depend on your purposes for holding the data. You need a policy setting standard retention periods wherever possible, to comply with documentation requirements. You should also periodically review the data you hold, and erase or anonymise it when you no longer need the data. You can keep personal data for longer if you are only keeping it for public interest archiving, scientific or historical research or statistical purposes.

This Retention Schedule provides a generic guidance on when data should be deleted once it is no longer in use.

The Retention Schedule is regularly reviewed in light of new guidance and best practice. Revisions may also be prompted by changes in legislation, formal guidance and relevant case law.

Further information on the Data Protection Act 2018 and associated legislation, the Freedom of Information Act 2005 and Environmental Information Regulations 2004 can be found on the Information Commissioner's Office (ICO) and the Department of Environment Food and Rural Affairs (DEFRA) websites:-

<https://ico.org.uk/>

<http://www.defra.gov.uk/corporate/policy/opengov/eir/guidance/index.htm>

The IT Departments Information & Asset Management has been charged with managing the Council's approach to Data Protection, Data Quality Issues, Data Sharing Agreements and Data Retention. The Information & Asset Team will review and manage the data retention practices within the authority and provide guidance on the legislative provisions that have a bearing on this work.

The introduction of the Data Protection Act 2018 brought about a fundamental shift in how local authorities, et al. approach the acquisition, storage, use and deletion of data, particularly when it contains personal information. This change in culture, from one that resulted in the hoarding of data to one that views data as both an asset and a potential liability, continues as local authorities face competing pressures as regards their duties under Data Protection legislation and those associated with freedom of information law.

3. Responsibilities of All Officers

The appropriate management of personal data is a responsibility of all employees of North Hertfordshire District Council. Accordingly, all Officers of the Customers directorate should take reasonable steps to ensure that personal and sensitive data is managed with regard to the principles of the Data Protection Act 2018 and the content of this Policy. Any breaches of this document should be report to the Service Director, Resources and the Data Controller without delay.

Ian Couper – Service Director – Resources - Ian.Couper@north-herts.gov.uk

Howard Crompton – Data Controller - DataController@north-herts.gov.uk

4. Review of this Document

This Policy will be reviewed on a regular basis to ensure that it reflects best practice. Revisions may also be prompted by changes in legislation, formal guidance and relevant case law.

Any operational problems experience in connection with the implementation of this policy should be direct to the Service Director, Resources so that remedial options can be identified in a timely fashion.

Activity	Examples of Documents	Personal Data Included	Retention Period	Rationale for Retention Period	Responsible Officer
Taxation Records and linked data	VAT reconciliations Payroll Accounts payable and receivable	Yes	Destroy 7 years after the end of the financial year in which the	In line with HMRC timescales	Service Director - Resources

			records were created		
Financial Reporting and Budget-setting: final documents and working papers	Working Papers Accounts payable and receivable Payroll data	Yes	Destroy 7 years after the end of the financial year in which the records were created	In line with HMRC timescales as linkage with that data, and allows monitoring of performance over time	Accountancy Manager
Documents that consolidate data for the purpose of monitoring processes (e.g. payroll, accounts reconciliations)	Consolidated data Accounts payable and receivable Payroll	Yes	Destroy 2 years after the completion of the External Audit of the year to which it relates	In case of subsequent year External Audit queries and for Internal Audit purposes	Service Director - Resources
Loan records acting as both lender and borrower	Loan files and registers	No	7 years	In case of any obligations arising from the loan	Accountancy Manager
Building details	Specifications Plans Manuals Warranties	No	Until 2 years after building disposal or superseded	Relevant to management of building	Building and Facilities Manager
Management of buildings, including Health and Safety	Compliance records Safety inspections Works requests (including facilities)	No	Various (minimum 2 years), to be detailed in a local schedule	To monitor compliance and trends. To ensure safety of buildings	Building and Facilities Manager

Employee records	E.g. relating to recruitment, performance, employee relations, leave, training (unless separately specified) and termination	Yes	6 years after employment ceases in general, 25 years for roles that work with children and indefinitely for Chief Officer posts (Service Directors and above) Training records to be deleted where superseded as part of a regular training requirement	In line with ACAS and CIPD guidelines	Corporate HR Manager
Specialist training	I.e. working with children and occupational Health and Safety	Yes	35 years after employment for training concerning children and 50 years for occupational Health and Safety	Safeguarding ACAS/ HSE guidance	Corporate HR Manager
Payroll history	Payroll system records Relevant forms	Yes	Destroy 7 years after the end of the financial year in which the records were created and retain indefinitely for Chief Officer posts	In line with HMRC timescales	Corporate HR Manager

			(Service Directors and above)		
Process for ensuring correct statutory payments are made	Maternity pay Paternity pay Sick pay	Yes	4 years after payment Retain HMRC approvals permanently	DWP/ HMRC guidance	Corporate HR Manager
Job Evaluation scheme	Results from evaluation Job descriptions Person specifications	No	10 years after evaluation	May remain relevant over this period	Corporate HR Manager
TUPE transfers	TUPE agreements Schedules of employees	Yes	12 years and 1 day after transfer	Employment law (TUPE regulations)	Corporate HR Manager
Trade Union records	Recognition agreement, facilities agreement Negotiations, Disputes, Claims	Yes	10 years after ceases to be effective	Employment Law - TULRA and various amendment	Corporate HR Manager
Staff Consultation Forum records	SCF minutes	No	Retain indefinitely	Employment Law - Information Consultation Regulations	Corporate HR Manager
Equalities Information	Equal pay reviews Gender Pay Gap reports	Yes	Retain indefinitely	Transparency Guidance	Corporate HR Manager
Recruitment records for unsuccessful applicants	Application forms Interview records	Yes	1 year, 2 years for Statutory roles	ACAS, CIPD	Corporate HR Manager
Performance, Risk and PIs	Records on Pentana	No	Project and Risk records	To allow monitoring,	Controls, Risk &

	<p>Risk reports</p> <p>Performance records</p>		<p>on Pentana, deactivated when no longer relevant. Deleted 2 years after that.</p> <p>Performance Indicators on Pentana- delete date that is more than 6 years old.</p> <p>Risk and Performance reports etc, - Delete after 2 years.</p>	<p>review and track performance over time</p>	<p>Performance Manager</p>
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This excludes records that are held by third parties e.g. by Pension provider and Occupational Health provider.