

Retention of information process

Related policies and procedures

This procedure should be read in conjunction with all related policies and procedures but particularly the Data Protection Policy. See the separate list in the Policies and Procedures file.

Purpose and scope

The purpose of this procedure is to ensure that documents and data are retained for the time period required by law or by funders.

Even where information is not specifically covered by the Data Protection Act 2018, the principles of the Act will be adhered to by HWL. These principles are that information should be adequate, relevant, not excessive, accurate, up-to-date, and not kept for longer than necessary.

The following time periods apply. If in doubt, seek advice before disposal.

Information	Retention period
Articles of Association	Indefinitely
Minutes of Board meetings	Indefinitely
Health and safety assessments	Indefinitely
Insurance certificates	40 years
Finance/salaries	7 years
Personnel files	7 years after staff member leaves – Reduce to attendance

	records, appraisals, job descriptions, notes on unspent disciplinary action for reference purposes
Contracts and other commercial and business information	6 years
Team meeting notes	3 years
Accident book	3 years after last entry
Disciplinary records	6 months – 2 years
Staff timesheets	2 years
Job application forms for Unsuccessful candidates, interview notes, disclosures	1 year
External partnership/forum meetings – minutes and papers where HWL produces them	1 year

Manual and computer records not listed above should be kept for no more than one year.

Information listed above that can be used to identify one or more individuals should be kept securely and disposed of by shredding or some other way which does not breach confidentiality.