

THE UNIVERSITY OF LEEDS

**Data Protection Act 1998**

**Appendix II: Guidelines for Retention of Personal Data**

| <b>Type of Data</b>  | <b>Maximum retention period</b>  | <b>Reason for Length of Period</b>                                  |
|--|--|---|
| Personnel files including training records and notes of disciplinary and grievance hearings                          | 6 years from the end of employment   | References and potential litigation                                 |
| Application forms/interview notes  | At least 8 <sup>(1)</sup> months from the date of the interviews                 | Time limits on litigation   |
| Facts relating to redundancies where less than 20 redundancies   | 3 years from the date of redundancy  | As above  |
| Facts relating to redundancies where 20 or more redundancies   | 12 years from date of redundancies   | Limitation Act 1980   |
| Income Tax and NI returns, including correspondence with tax office  | At least 3 years after the end of the financial year to which the records relate | Income Tax (Employment) Regulations 1993                            |
| Statutory Maternity Pay records and calculations   | As Above   | Statutory Maternity Pay (General) Regulations 1982                  |
| Statutory Sick Pay records and calculations  | As Above   | Statutory Sick Pay (General) Regulations 1982                       |
| Wages and salary records   | 6 years  | Taxes Management Act 1970   |
| Accident books, and records and reports of accidents   | 3 years after the date of the last entry   | Social Security (Claims and Payments) Regulations 1979; RIDDOR 1985 |
| Health records   | During employment  | Management of Health and Safety at Work Regulations                 |
| Health records where reason for termination of employment is connected with health, including stress related illness | 3 years  | Limitation period for personal injury claims                        |
| Medical Records kept by reason of the Control of Substances hazardous to health Regulations 1994                     | 40 years   | Control of Substances Hazardous to Health Regulations 1999          |
| Ionising Radiation Records   | At least 50 years after last entry   | Ionising Radiations Regulations 1985                                |

|  |   |   |
|--|---|---|
| <p>Student records, including academic achievements, and conduct</p> | <p>At least 6 years from the date the student leaves the University, in case of litigation for negligence</p> <p>At least 10 years for personal and academic references, with the agreement of the student</p> <p>Certain personal data may be held in perpetuity</p> <p>Application forms for unsuccessful student applicants should be retained for no longer than 4-6 months</p> | <p>Limitation period for negligence</p> <p>Permits institution to provide references for a reasonable length of time</p> <p>While personal and academic references may become stale, some data, e.g. transcripts of student marks, may be required throughout a student's future career. Upon the death of a data subject, data relating to him/her ceases to be personal data.</p> |
|--|---|---|

## Footnotes

(1) From January 2003, 4 months from the interview date.