

THE UNIVERSITY OF LEEDS

Data Protection Act 1998

Appendix II: Guidelines for Retention of Personal Data

Type of Data	Maximum retention period	Reason for Length of Period
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 ⁽¹⁾ 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>
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Footnotes

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