

Cityparents Ltd records retention policy

Date of last review: May 2018

Date of next review: May 2019

Owner: Cityparents Limited

Document retention

1. INTRODUCTION

- 1.1. The main aim of this policy is to enable us to manage our records effectively and in compliance with data protection and other regulation. As an organisation we collect, hold, store and create significant amounts of data and information and this policy provides a framework of retention and disposal of categories of information and documents.
- 1.2. We are committed to the principles of data protection including the principle that information is only to be retained for as long as necessary for the purpose concerned.
- 1.3. The table below sets out the main categories of information that we hold, the length of time that we intend to hold them, and the reason for this.
- 1.4. Section 3 of this policy sets out the destruction procedure for documents at the end of their retention period. The Data Protection Officer shall be responsible for ensuring that this is carried out appropriately, and any questions regarding this policy should be referred to them.
- 1.5. If a document or information is reaching the end of its stated retention period, but you are of the view that it should be kept longer, please refer to the Data Protection Officer who will make a decision as to whether it should be kept, for how long, and note the new time limit and reasons for extension.

2. DOCUMENT RETENTION PERIOD

DOCUMENT TYPE	RETENTION PERIOD	REASON
CORPORATE/CONSTITUTIONAL RECORDS		
Company Articles of Association, Rules/bylaws	Permanent	Companies Act 2006
Director minutes of meetings and written resolutions	Permanent	Companies Act 2006
Shareholders' meetings etc. Minutes/resolutions	Permanent	Companies Act 2006
Documents of clear historical/archival significance	Permanent	General Data Protection Regulation (GDPR)
Contracts e.g. service, agreements, confidentiality and non-disclosure agreements	Length of contract term plus six years	Limitation Act 1980
Contracts executed as deeds	Length of contract term plus twelve years	Limitation Act 1980
Intellectual property records and legal files re provision of service	Life of service provision	Limitation Act 1980

TAX AND FINANCE		
Annual accounts and review (including transferred records on amalgamation)	Permanent	Companies Act 2006
Tax and accounting records	Six years from end of relevant tax year	Finance Act 1998 Taxes Management Act 1970
Information relevant for VAT purposes	Minimum six years from end of relevant period	Finance Act 1998 and HMRC Notice 700/21
Banking records/receipts book/sales ledger	Six years from transaction	Companies Act 2006
EMPLOYEE/ADMINISTRATION		
Payroll/Employee/Income Tax and NI records: P45; P6; P11D; P60 etc	Six years from end of current year	Taxes Management Act 1970 /IT (PAYE) Regulations
Maternity pay	Three years after the end of the tax year	Statutory Maternity Pay Regulations
Sick pay	Three years after the end of the tax year	Statutory Sick Pay (General) Regulations
National Minimum wage records	Three years after the end of the tax year	National Minimum Wage Act
Foreign national ID documents	Two years from end of employment	Immigration (Restrictions on Employment) Order 2007
HR files and training records	Six years from end of employment	Limitation Act 1970 and Data Protection regulation

Records re working time	Two years	Working Time Regulations 1998 as amended
Job applications (CVs and related materials re unsuccessful applicants)	Twelve months from your notification of outcome of the application	ICO Employment Practices Code
INSURANCE		
Employer's Liability Insurance	Forty years	Employers' Liability (Compulsory Insurance Regulation) 1998
Policies	Three years after lapse	Commercial
Claims correspondence	Three years after settlement	Commercial
HEALTH & SAFETY/MEDICAL		
General records	Three years	Limitation Act 1970
PENSION RECORDS		
Records about employees and workers	Six years	The Pensions Regulator – Detailed Guidance for Employers
Records re the Scheme	Six years	
Records re active members and opt in/opt out	Four years	
Policies including investment policies	Six years	

CITYPARENTS MEMBERSHIP RECORDS		
Records obtained for purposes of facilitating membership services and log-in details	One year after lapse of membership	Commercial
Contact details and marketing preferences of members who have consented to receive marketing	Two years from last consent obtained	
Records of any communications members have entered into with us	Three years	
Records of any communications prospective corporate members have entered into with us	Three years	
CITYWORKS FORUM MEMBERSHIP RECORDS		
Records obtained for purposes of facilitating membership services and log-in details	One year after lapse of membership	Commercial
Contact details and marketing preferences of members who have consented to receive marketing	Two years from last consent obtained	
Records of any communications members have entered into with us	Three years	
Records of any communications prospective corporate members have entered into with us	Three years	

3. DELETION OF DOCUMENTS

3.1. When a document is at the end of its retention period, it should be dealt with in accordance with this policy.

Confidential waste

3.2. This will be shredded.

3.3. Anything that contains personal information should be treated as confidential.

3.4. Where deleting electronically, please refer to the Data Protection Officer to ensure that this is carried out effectively.

Other documentation

3.5. Other documentation can be deleted or placed in recycling bins where appropriate.

Automatic deletion

3.6. Certain information will be automatically archived by the computer systems, details of which are set out below. Should you want to retrieve any information, or prevent this happening in a particular circumstance, please contact the Data Protection Officer.

Individual responsibility

3.7. Much of the retention and deletion of documents will be automatic, but when faced with a decision about an individual document, you should ask yourself the following:

3.7.1. Has the information come to the end of its useful life?

3.7.2. Is there a legal requirement to keep this information or document for a set period? (Refer to the Appendix for more information)

3.7.3. Would the information be likely to be needed in the case of any legal proceedings? (Is the information contentious, does it relate to an incident that could potentially give rise to proceedings?)

3.7.4. Would the document be useful for the organisation as a precedent, learning document, or for performance management processes?

3.7.5. Is the document of historic or statistical significance?

3.8. If the decision is made to keep the document, this should be referred to the Data Protection Officer and reasons given.

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