

NORTH VIEW Housing Association

North View is a recognised Scottish charity – charity registration number SC032963

POLICY

DATA PROTECTION:- DATA RETENTION

Passed:- 16th May 2018 Review Date:- April 2023

All North View policies and publications can be made available on tape, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Introduction

1.1 North View Housing Association aims to ensure that all the data it holds is:-

- accurate and up to date,
- held no longer than is necessary for purpose,
- securely stored, and
- securely destroyed when no longer relevant.

1.2 North View Housing Association recognises that not all data can be processed and retained for the same duration; how long we retain information for will be determined by the nature and importance of particular pieces of data.

1.3 The Policy applies to all personal information that the Association holds on computer and paper based records.

2.0 Timescale for Retention

2.1 Data shall be retained in accordance with the timescales listed below; data about information relating to individual persons (personal data) is highlighted in red font:-

DATA DETAILS	PURPOSE FOR WHICH DATA IS RETAINED	RETENTION TIME
Housing Management		
Housing applications	To 'point' housing applications to determine level of housing need	For cancelled applications, between 12 and 18 months from the date of cancellation. For successful applications, application will be moved to tenant's personal file
Tenancy agreements and tenants files (including repairs history)	Developed throughout tenancy with North View	To be retained for 5 years after date of Termination of Tenancy



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NORTH VIEW HOUSING ASSOCIATION

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Former tenant files, agreements etc. (including repairs history).	Best practice	To be retained for 5 years after date of Termination of Tenancy.
Landlord Gas Safety Record	Regulations	To be retained on file for two years from date of issue.
Gas Warning Notices	Best practice	To be retained on file for 7 years from date of issue.
Housing Benefit notifications	Good practice	2 years after the end of the tax year to which it relates.
Records relating to offenders, ex-offenders and persons subject to cautions		To be retained for 5 years after date of Termination of Tenancy
Third party documents i.e. from care agencies, social work etc	Developed throughout tenancy with North View	To be retained for 5 years after date of Termination of Tenancy.
Welfare Rights		
Tenant health information	To support a benefit claim.	To be retained for 5 years after date of Termination of Tenancy
Tenant income information	To support a benefit claim.	To be retained for 5 years after date of Termination of Tenancy
Health information from non-tenant member of the household	To support a benefit claim.	To be retained for 5 years after the final decision date
Governance		
Certificate of registration with the Scottish Housing Regulator	Best practice	Permanently
Confirmation letter of charitable registration	Best practice	Permanently
Confirmation letter of Property Factor registration	Best Practice	Permanently
HMRC confirmation of charitable status	Best practice	Permanently



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Original signed Committee meeting minutes	Regulatory Obligation to keep a record of all original signed committee meeting minutes	Permanently
Governance		
Committee member register	Statutory and Regulatory Obligation to provide information about Committee members. To meet both obligations, the Association will process the following information on each member – name, address, date on which person became a member of the Committee record of attendance at Committee and Sub-Committee meetings	Permanently
Shareholder register	Statutory obligation to record the name, address, membership numbers, and date on which share was issued to Shareholder	Register is reviewed regularly to ensure it is up to date – i.e. removal of deceased members, those who have moved out the area, those who have chosen to end their membership, and those whose membership the Association has ended according to the criteria and conditions outlined in the Association's Rules



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Completed Committee Code of Conduct, Declaration of Interest, and Equal Opportunities Forms	Regulatory Obligation	Permanently
Committee training records	Best practice	Permanently
Register of Seals	Best practice	Permanently
Register of share certificates	Best practice	Permanently
Annual returns to the SHR	Best practice	5 years after the end of the tax year to which it relates
Finance, Accounting & Tax Records		
Invoices	Audit requirement	6 years after the end of the tax year to which it relates
Orders and Delivery Notes	Audit requirement	6 years after the end of the tax year to which it relates
Credit and debit notes	Audit requirement	6 years after the end of the tax year to which it relates
Receipts	Audit requirement	6 years after the end of the tax year to which it relates
Tax Returns		6 years after the end of the tax year to which it relates
Paying in counterfoils	Audit requirement	6 years after the end of the tax year to which it relates
Bank statements	Limitation for legal proceedings	6 years after the end of the tax year to which it relates
Instructions to bank	Limitation for legal proceedings	6 years after the end of the tax year to which it relates
Accounting records for Limited Company	Best practice	6 years after the end of the tax year to which it relates
Accounting records for Charity	Required by OSCR	6 years after the end of the tax year to which it relates
Balance sheets and supporting documents	Best practice	10 years after the end of the tax year to which it relates
Loan account control reports	Best practice	6 years after the end of the tax year to which it relates



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Social Housing Grant documentation	Best practice	Permanently
Signed copy of report and accounts	Best practice	Permanently
Budgets and internal financial reports	Best practice	2 years after the end of the tax year to which it relates
Tax returns and records	Best practice	10 years after the end of the tax year to which it relates
Creditors, debtors & cash income control accounts	Best practice	6 years after the end of the tax year to which it relates
Employees – Health & Safety		
Medical records relating to the control of asbestos and hazardous substances	Best practice	40 years after the end of the tax year to which it relates
Medical records relating to the Control of Substances Hazardous to Health regulations	Best practice	40 years after the end of the tax year to which it relates
Sickness records	Limitation for legal proceedings	6 years however for industrial injuries not detectable within 6 years, e.g. asbestos then the time may be extended to up to 40 years
Health & Safety Risk Assessments	Good practice	Permanently
Records of consultations with Safety representatives and committee	Good practice	Permanently
Health & Safety statutory notices	Limitation for legal proceedings	6 years after compliance
Accident records	RIDDOR	3 years or if a child was involved, until they are 21



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Driving licence information for company car users and any declarations which are obtained annually.	Best practice	Duration of employment and removed on termination
Vehicle insurance, MOT & Road Tax information for Essential Car Users, and any declarations.	Best practice	Duration of employment and removed on termination
Employees – Tax and Social Security		
Record of taxable payments	HMRC	6 years after the end of the tax year to which it relates
Employees – Tax and Social Security		
Record of tax deducted or refunded	HMRC	6 years after the end of the tax year to which it relates
Record of earnings on which National Insurance Contributions payable	HMRC	6 years after the end of the tax year to which it relates
Record of employer's and employee's National Insurance Contributions	HMRC	6 years after the end of the tax year to which it relates
NIC contracted-out arrangements	HMRC	6 years after the end of the tax year to which it relates
Employee bank details	Best practice	Duration of employment and removed on termination
Copies of notices to employee (e.g P45, P60)	HMRC	6 years after the end of the tax year to which it relates
Inland Revenue notice of code changes, pay & tax details	6 years after	6 years after the end of the tax year to which it relates
Expense claims	HMRC	6 years after the end of the tax year to which it relates



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Record of sickness payments	HMRC	6 years after the end of the tax year to which it relates.
Record of maternity Payments and any associated evidence (i.e. MATB1's)	HMRC	3 years after the end of the tax year to which it relates
Income tax PAYE and NI returns	HMRC	6 years after the end of the tax year to which it relates.
Redundancy records, payments and refunds and all facts relating to such	HMRC	12 years after the end of the tax year to which it relates
Inland Revenue approvals	HMRC	Permanently
Annual earnings summary	HMRC	12 years after the end of the tax year to which it relates
Employees – Pension Schemes		
Actuarial valuation reports	The Pensions Regulator	Permanently
Detailed returns of pension fund contributions	The Pensions Regulator	Permanently
Annual reconciliations of fund contributions	The Pensions Regulator	Permanently
Money purchase details	The Pensions Regulator	6 years after the end of the tax year to which it relates
Qualifying service details	The Pensions Regulator	6 years after the end of the tax year to which it relates
Investment policies	The Pensions Regulator	12 years after the end of the tax year to which it relates
Pensioner records	The Pensions Regulator	12 years after the end of the tax year to which it relates
Records relating to retirement benefits	The Pensions Regulator	6 years after the end of the tax year to which it relates



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Employees – Personnel Procedures		
Terms and Conditions of Service, both general which are applicable to all employees, and those which are specific to individuals	Limitation for legal proceedings	Duration of employment and removed upon termination
Remuneration package	Limitation for legal proceedings	6 years after the end of the tax year to which it relates
Former employee's Personnel Files	Best practice	6 years from date of termination of contract after the end of the tax year to which it relates
References to be provided for former employees	Best practice	20 years after the end of the tax year to which it relates
Training programmes	Best practice	6 years after the end of the tax year to which it relates
Individual training records	Best practice	6 years after the end of the tax year to which it relates
Disciplinary records	To comply with Disciplinary procedures	6 years after termination of employment
Short lists, interview notes and application forms	Best practice	1 year for shortlisted applicants and duration of employment for successful applicants.
Proof of Jury Duty	Best practice	2 years after audit
Application forms for non-shortlisted applicants	Recommendation of Commission for Racial Equality and Equal Opportunities Commission.	6 months after the end of the tax year to which it relates.
DBS documentation	Best practice	6 months after the end of the tax year to which it relates.
Timesheets	Best practice	2 years after audit



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Records of annual leave and TOIL.	Best practice	2 years after audit
Records of Parental Leave	Best practice	5 years from birth of child, 18 years if child is disabled.
Trade union agreements	Best practice	10 years after ceasing to be effective
Employer/employee committee minutes	Best practice	Permanently
Insurances		
Claims and related correspondence	Zurich Municipal recommendation	2 years after settlement
Current and former policies	Best practice	Permanently
Annual insurance schedule	Best practice	6 years after the end of the tax year to which it relates.
Indemnities and guarantees	Limitation for legal proceedings	6 years and 12 years if related to land.
Group health policies	Best practice	12 years after the end of the tax year to which it relates.
Insurances		
Employer's liability insurance certificate	Best practice	40 years after the end of the tax year to which it relates.
Vehicles		
V5C's (registrations)	Best practice	2 years after disposal
Maintenance records, repairs, MOT tests	Best practice	2 years after disposal
Mileage records	Best practice	2 years after disposal
V11's and SORN confirmation letters	Best practice	2 years after disposal
Leases and deeds of ownership	Best practice	Leases – 15 years after expiry, Deeds - permanently
Former Leases	Limitation for legal proceedings	15 years after the end of the tax year to which it relates.



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Property searches	Limitation for legal action	12 years after interest ceases
Development documentation	Limitation for legal action	12 years after settlement of any issues
Planning and building control permissions	Limitation for legal action	12 years after interest ceases
Capital Assets		
Fixed Asset Register	Best practice	Permanently
Strategic Management		
Business Plans and supporting documentation (e.g organisation structures, aims, objectives, funding issues)	Best practice	5 years after plan completion
Contracts and Agreements		
Loan agreements	Best practice	12 years after last payment
Rental and hire purchase agreements	Limitation for legal proceedings	6 years after expiry
Indemnities and guarantees	Limitation for legal proceedings	6 years after expiry
Contracts and Agreements		
Contracts for the supply of goods or services, including professional services	Limitation for legal proceedings	6 years after the end of the tax year to which it relates.
Documentation relating to small one-off purchases of goods and services, where there is no continuing maintenance or similar requirement.	Best practice	3 years after the end of the tax year to which it relates



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Contracts for the supply of goods or services, including professional services	Limitation for legal proceedings	12 years after the end of the tax year to which it relates
Procurement		
Documents relating to successful Tender.	Best practice	6 years after end of contract
Documents relating to unsuccessful Tender.	Best practice	2 years after notification
Forms of Tender	Best practice	6 years after the end of the tax year to which it relates
End of Policy		



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