

Note: this is a condensed form of IRISi's internal retention schedule

Date copied from core document:

1/15/2025

Project / area of IRISi	Data Item (type of person you are processing the data for)	Length of time to be kept * indicates that this optional and things can be deleted sooner if relevant
HR (staff and applicants only)		
Personnel files and training records (including disciplinary records), inc terms and conditions including offers, written particulars, contracts and variations, flexible working requests, time records, annual/other leave etc., immigration/right to work checks, SSP/other sick pay, medical reports, occupational health reports etc.; Incoming references, redundancy details, calculations of payments, refunds, notification to the Secretary of State	IRISi staff	6 -7 years
Volunteer files	IRISi volunteers	6 -7 years
Recruitment documentation including application forms, CVs and interview notes (for unsuccessful candidates), equal opportunities monitoring forms, assessment exercises or tests	Applicants/candidates (staff and volunteers)	1 year
Outgoing references	Ex employee & volunteers	1 year
Termination of employment, for example early retirement, severance or death in service	IRISi staff	Usually 6 - 7 years as above, but in exceptional circumstances can be held until employee would be 100
Emergency contacts list	Family/friends of IRISi personnel	3 months
Financial		
Accounting	Business	6 - 7 years
Income tax and NI returns, income tax records and correspondence with HMRC	IRISi staff	6 - 7 years
Payroll wage/salary records (also overtime, bonuses, expenses, benefits in kind)	IRISi staff	6 - 7 years
Pension scheme investment policies	IRISi staff	12 years
Pension records	IRISi staff	12 years
Statutory Maternity Pay records including Mat B1s, dates of maternity leave, certificates showing the expected week of confinement (also shared parental, paternity and adoption pay records)	IRISi staff	3 years
Actuarial valuation reports, inland approvals /HMRC approvals	Business	Permanently
Bank details	IRISi staff	ASAP
Governance		
Whistleblowing documents	IRISi stakeholders	6 months
Board documents and minutes	IRISi stakeholders	10 years

Board personnel documents (ID checks etc.)	Board members	10 years
H&S		
Health & Safety - Accident forms - Accident book	IRISi staff, board members & visitors	6 - 7 years
Oasis		
Referral data	IRISi programme service users	6 - 7 years*
Advocate educator/ service manager data	Staff in IRISi network	6 - 7 years*
Healthcare staff information	Clinicians/non clinical staff	6 - 7 years*
Training		
Training records	Staff in IRISi network	6 - 7 years*
Other		
Network newsletters etc.	Journalists, people interested in IRISi, other professionals from the sector	6 - 7 years*
AE & clinical lead contacts	Staff in IRISi network	3 months
Contracts with sites	Staff in IRISi network	6 - 7 years
Other documents relating to IRISi work with the network	Staff in IRISi network	6 - 7 years*
Other documents internal relating to IRISi staff	IRISi staff	6 - 7 years*