

DATA RETENTION SCHEDULE

Team Responsible: Finance and Corporate Services

DETAIL OF INFORMATION COLLECTED OR HELD	LOCATION/SECURITY	PURPOSE COLLECTED OR HELD	PERIOD RETAINED FOR/EXCEPTIONS	EXCHANGED WITH/PASSED ON TO	RESPONSIBLE FOR DESTRUCTION
Personnel File Contents					
Job Description/Specification	Personnel file on secure HR drive	For current post and up to date	While employed – remove on termination	Referee	CSO
Application Form	Personnel file on secure HR drive	Current post	While employed – remove on termination	N/A	CSO
Pre-employment checks Capacity form Criminal convictions References	Personnel file on secure HR drive	For recruitment	While employed – remove on termination	N/A	CSO
Eligibility to work in UK	Personnel file on secure HR drive	Statutory requirement	While in employment and 2 years post	HMRC	CSO
Contact Information	Personnel file on secure HR drive	General and emergency details	While employed – remove on termination	Pensions Trust/Occupational Health	CSO
Signed Induction	Personnel file on secure HR drive	Best Practice	While employed – remove on termination	N/A	CSO
Signed Terms and Conditions	Personnel file on secure HR drive	Contractual	While employed and 6 years post	Solicitor	CSO
Signed Contract of Employment	Personnel file on secure HR drive	Contractual	While employed and 6 years post	Solicitor	CSO
Signed Staff Handbook	None at moment	Best Practice	While employed and 6 years post	N/A	CSO
Payroll Information (new start form)	Personnel file on secure HR drive	Including salary, bank details	Delete bank details on termination	Finance team	CSO
Professional Registration details	Personnel file on secure HR drive	For training/paying fees	While employed – remove on termination	Training providers	CSO
Driving License and car Insurance details		To claim expenses	While employed – remove on termination	Insurers	Finance Agent
Copies of qualifications	Personnel file on secure HR drive	For recruitment	While employed – remove on termination	N/A	CSO

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Sickness Absence – Self Certs, Fit notes etc.	Personnel file on secure HR drive	Absence Management	While employed – 6 years from end of sickness	Occupational Health/Solicitor	CSO
Informal Actions	Personnel file on secure HR drive	Performance Management	While Live then remove	Solicitors	CSO
Disciplinary Information	Personnel file on secure HR drive (separate files will be held in D & G folder for reference)	Performance Management/Legal proceedings	While live then remove	Solicitors	CSO
Grievance	Personnel file on secure HR drive	Legal Proceedings/TUPE	1 year post grievance	Solicitors	CSO
Appraisals/PDP's	Personnel file on secure HR drive	Best Practice	Most up to date while employment	N/A	Managers
Annual Leave records	Folder held in CSO locked desk/Secure HR drive	Best Practice	Current and previous years	N/A	CSO
Resignation & resignation confirmation letter	Personnel file on secure HR drive	Legal proceedings	6 months post employment	Solicitors	
Dismissal/End of employment record	Personnel file on secure HR drive	Legal proceedings	6 months post employment	Solicitors	
Exit Interview	Personnel file on secure HR drive	Best Practice	Extract relevant information then destroy	N/A	CSO
PVG/Disclosure Information	We will only record electronically on the secured HR folder the date of issue, the name, disclosure type and the purpose, reference number and details of decision then destroy the PVG form.	Comply with The Code of Practice ("the Code") is published by Scottish Ministers under section 122 of Part V of The Police Act 1997 ("the 1997 Act")	90 Days	Care Inspectorate/SSSC	CSO
Employee HR Data					
References for former employees	All employee record on secure HR drive	Best Practice	20 Years	Former employees employers	CSO

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Training programmes and individual training	Secured HR drive	CIPD recommended	6 years after completion/employment ceases		CSO
Working Time Directive	Employee personnel file on secured HR Drive	EVH Recommended	2 years	N/A	CSO
Former Employee's Personnel Records	F&CS locked cupboard /Shared drive on server with restricted access for staff.	For References and pension purposes	6 years after employment ceasing as recommended by EVH.	Pension Scheme, Inland Revenue, Police, prospective employers.	CSO
Unsuccessful job applicants' application forms & interview notes	F&CS locked cupboard /Shared drive on server with restricted access for staff.	To provide feedback and in case of dispute or tribunal, Communities Scotland Audit. Recommended by EVH.	6 - 12 Months after data of being unsuccessful	ACAS, Industrial Tribunal, Solicitors acting for RSL.	CSO
Time Cards	Electronic system on server. Password accessed by CSA/CSO	Holiday Entitlement Claims	6 years from employment ceasing	N/A	N/A
Parental Leave	Shared drive on server with restricted access for staff(HR)	(EVH recommends 5 years)	18 years from the birth of the child	N/A	CSO
Trade Union Agreements	None at the moment.	EVH recommended	10 Years	ACAS, Industrial Tribunal, Lawyers acting for RSL	CSO
Governance					
Certificate of Incorporation	Office foyer in locked display case	For Companies Act Sect 15	Permanently	N/A	N/A
Memorandum and articles of the Association (Model Rules)	Stored electronically on the shared drive (Governance)	Best Practice	Permanently	N/A	N/A
OSCR Registration	Stored electronically on the shared drive (Admin)	For charitable status	Permanently	N/A	N/A
Letter of charitable registration/HMRC letter	Office foyer in locked display case	For charitable status	Permanently	N/A	N/A

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of charitable registration					
Constitution, Aims and Objectives	Saved in restricted access folder on T:/Drive	For charitable status	Permanently	SHR/OSCR/Care Commission/Auditors/Shareholders	N/A
Registration documents (I & P Societies)	Stored in the locked cabinet in hallway	Best Practice	Permanently	IPSA	N/A
Certificate of Registration with the housing regulator	Stored in the locked cabinet in hallway	Best Practice	Permanently	OSCR/Care Commission/Auditors	N/A
Committee members appt. Letters, bank details etc.	Stored electronically on the shared drive (Governance)	Regulation/Data Protection and Companies Act 2006	6 years after membership ceases Bank details – destroy when ceases	Auditors, Lenders, SHR, Registrar Friendly Societies	Director
Meetings					
Committee minutes, papers & notices of meetings/Resolutions	F&CS locked cupboard/Secured server (Admin)	Signed originals Regulation/Data Protection and Companies Act 2006	Permanently	Charity commission, auditors, SHR	N/A
Registration and Statutory Returns					
SHR annual returns	Stored electronically on the shared drive (Admin)/		5 years	SHR	Director
Company returns and financial statements	Shared drive with restricted access	Regulatory requirement	Permanently	Pensions Trust/SHR/Auditors/Lenders	N/A
Declarations of Interest	Stored electronically on the shared drive (Admin)/Folder in F&CS locked cupboard	For legal proceedings	6 Years	N/A	Director
Register of Directors and Secretaries	Stored electronically on the shared drive (Governance)	Per Model Rules	Permanently	N/A	N/A
Shareholding member details – Name and Address	Stored electronically on the shared drive (Governance)and register in Locked filing	Legal Requirement	Permanently	Auditors, SHR	N/A

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	cabinet within F&CS				
Register of Seals	Locked filing cabinet within F&CS	Regulatory requirement	Permanently	Auditors, SHR	N/A
Register of Share Certificates	Locked filing cabinet within F&CS	Regulatory requirement	Permanently	Auditors, SHR	N/A
List of members	Stored electronically on the shared drive (Governance)	Regulatory requirement	Permanently	Register of Friendly	N/A
Strategic Management					
Business Plans and supporting documents (aims & objectives, structure, funding)	Stored electronically on the shared drive (Governance)	Best practice	5 Years after completion of plan	Auditors, SHR	Director
Complaints to RSL and Ombudsman	Stored electronically on the shared drive (Admin)	To monitor and record complaints	5 Years	Ombudsman, Committee, Auditors, Communities Scotland	Director
Insurances					
Current and former policies	F & CS locked cupboard	Potential claims	Permanently	N/A	N/A
Annual Insurance Schedule	Restricted Finance drive on secure server	Best Practice	6 years	N/A	Finance Agent
Claims and related correspondence	Restricted Finance drive on secure server	Zurich recommend & NCVO	2 years after settlement	Solicitors	Finance Agent
Indemnities and guarantees	F & CS locked cupboard	Limitation for legal proceedings. 12 years if related to land.	6 years after expiry	N/A	Finance Agent
Employer's liability insurance certificate	Restricted Finance drive on secure server and displayed on locked display cabinet in hallway	2008 regs removed requirement to retain for 40 years but need to be mindful of 'long tail' industrial disease claims etc.	40 years	N/A	Finance Agent
6. Finance, Accounting & Tax Records					
Accounting records for Limited Company (i.e. purchase/sales	Current and previous years records retained in Central Filing room	TMA Sec.20. May require any documents relating to tax over 6 (plus) years./	6 years	Auditors/HMRC	Finance Agent

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invoices/orders, journal entries etc)	and previous years securely in office (Electronically stored in Kypera Financials and SAGE Payroll)	Companies Act			
Accounting Records for I & P Society or Charity	As Above	Register of Friendly Societies and Charity Commissioner	6 Years	Auditors/HMRC	Finance Agent
Balance Sheets and supporting documents	Restricted Finance drive on secure server and Audit File (central filing room – fob access)	Best Practice	6 Years	SHR/Auditors/Lenders	Finance Agent
Loan account statements	Audit File/Lenders File (Central Filing room)	Best practice.	6 years	SHR/Auditors	Finance Agent
Social Housing Grant documentation	Central Filing System (Central Filing room)	Best practice	Permanently	SHR/Auditors	N/A
Signed copy of report and audited accounts	Locked cabinet in Back office downstairs – fob accessed	Best practice	Permanently	SHR/Auditors/OSCR/FCA/Pensions Trust	N/A
Budgets and integral financial reports	Electronically stored in shared drive with restricted access	Best practice	2 years	SHR/Auditors/Lenders	Finance Agent
Orders/Delivery notes	Current and previous years records retained in Central Filing room and previous years securely in office (Electronically stored in Kypera Financials and SAGE Payroll)	Best Practice	6 years	Auditors	Finance Agent
Copy Invoices	Current and previous years records retained in Central Filing room and previous years securely in office	Best practice.	6 years	Auditors	Finance Agent

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	(Electronically stored in Kypera Financials and SAGE Payroll)				
Credit and Debit notes	Current and previous years records retained in Central Filing room and previous years securely in office (Electronically stored in Kypera Financials and SAGE Payroll)	Best practice	6 years	Auditors	Finance Agent
Cash records (Allpay, bank statements, petty cash)	Current and previous years records retained in Central Filing room and previous years securely in office (Electronically stored in Kypera Financials and SAGE Payroll)	Best practice	6 years	Auditors	Finance Agent
Creditors, debtors, cash income and control documents	Current and previous years records retained in Central Filing room and previous years securely in office (Electronically stored in Kypera Financials and SAGE Payroll)	Best practice	6 years	Auditors	Finance Agent
Employees: Tax and Social Security					
National Minimum Wage records	Stored on SAGE software. Password restricted to key personnel	Statutory requirement/EVH recommended	3 years after pay reference following one records cover	N/A	Finance Agent
Taxable Payments	Locked cabinet within F&CS cupboard	Inland Revenue	6 years	External and Internal Auditors, Inland Revenue	Finance Agent
Record of Tax Deducted	Locked cabinet within	Inland Revenue	6 years	External and Internal Auditors,	Finance Agent

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or refunded	F&CS cupboard			Inland Revenue	
Record of Earnings on which NI contributions are applicable	Locked cabinet within F&CS cupboard	Inland Revenue	6 years	External and Internal Auditors, Inland Revenue	Finance Agent
Employer/Employee NI contributions	Locked cabinet within F&CS cupboard	Inland Revenue	6 years	External and Internal Auditors, Inland Revenue	Finance Agent
NIC contracted out arrangements	Locked cabinet within F&CS cupboard	Inland Revenue	6 years	External and Internal Auditors, Inland Revenue	Finance Agent
Copies of notices to employees (P45/P60)	Locked cabinet within F&CS cupboard	Inland Revenue	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Inland Revenue notice of code changes and tax details	Locked cabinet within F&CS cupboard	Inland Revenue	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Expense Claims	Locked cabinet within F&CS cupboard	Best Practice	6 years after audit	External and Internal Auditors, Inland Revenue	Finance Agent
Sickness Records	Locked cabinet within F&CS cupboard/ Stored on SAGE software. Password restricted to key personnel	Best Practice	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Maternity Records	Locked cabinet within F&CS cupboard/ Stored on SAGE software. Password restricted to key personnel within F&CS cupboard	Best Practice	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Income Tax PAYE and NI returns	Locked cabinet within F&CS cupboard/ Stored on SAGE software. Password restricted to key personnel within F&CS cupboard	Inland Revenue	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Redundancy Details and record of payments and refunds	Locked cabinet within F&CS cupboard	CIPD recommended	12 years	External and Internal Auditors, Inland Revenue	Finance Agent

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Inland Revenue Approvals	Locked cabinet within F&CS cupboard	CIPD recommended	Permanently	External and Internal Auditors, Inland Revenue	Finance Agent
Annual Earnings summary	Locked cabinet within F&CS cupboard/ Stored on SAGE software. Password restricted to key personnel within F&CS cupboard	Best Practice	6 Years + current	External and Internal Auditors, Inland Revenue	Finance Agent
Employees: Pensions					
Detailed returns of pension contributions	Restricted Finance drive on secure server	Best Practice	Permanently	External and Internal Auditors, Pension Provider	Finance Agent
Other Banking Records (including Giro)					
Paying in counterfoils	Secure fire proof Safe	Limitation for legal proceedings.	6 Years + current	Auditors	Finance Agent
Bank statements and reconciliations	F&CS locked cupboard/Electronically stored in shared drive with restricted access	Limitation for legal proceedings.	6 Years + current	Auditors	Finance Agent
Instructions to bank	Central Filing room (restricted access)	Limitation for legal proceedings.	6 Years + current	Auditors	Finance Agent
Contracts and Agreements:					
Contracts under the seal and executed deeds	F&CS locked cupboard/Electronically stored in shared drive with restricted access	Limitation of legal proceedings	12 years after completion (Inc. defects liability period)	Auditors	Finance Agent
Contracts for the supply of goods or services, including professional services	Central Filing System (Central Filing room-admin only)	Limitation for legal proceedings (12 years if related to land).	6 years after completion (including any defects liability period)	Auditors	Finance Agent
Documentation relating to small one-off purchased of goods and services with no maintenance requirement	F&CS locked cupboard/Electronically stored in shared drive with restricted access	Best Practice for goods up to £10,000	6 years	Auditors	CSO/FA

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Loan agreements	Lenders File (Central Filing room)	Best practice.	12 years after last payment	Auditors	Finance Agent
Licensing agreements	Software Licences for PC's are held by the IT Service Provider. Sage agreement is held by the CSO and Kypera Software licences.	Limitation for legal proceedings.	6 years after expiry	Solicitors	CSO
Rental and hire purchase agreements	Central filing – fob access	Limitation for legal proceedings.	6 years after expiry	Solicitors	CSO
Indemnities and guarantees	Central filing – fob access	Limitation for legal proceedings.	6 years after expiry	Solicitors	Finance Agent/CSO
Index of donations granted	Restricted Finance drive on secure server	Best Practice	6 Years	Auditors	Finance Agent
Account Documentation - Donations	Restricted Finance drive on secure server	Best Practice	6 Years	Auditors	Finance Agent
Fixed Asset Register	Shared drive with restricted access	Companies Act/Charities Act	Permanently	FSA/IFS	Finance Agent
General					
Owner Occupier details (both current and former owners) – account details and name and addresses and invoices.	Held on Computer, Electronic Data System and Manual Files in central filing	For information for Statutory accounts on income and charges, collection of payments, recharging of repairs, factoring service.	At least 6 years to comply with Customs and Excise	External and Internal Auditors, Communities Scotland, Debt Collection Agencies	SMT
Telephone contacts, addresses and e-mail addresses of staff, committee members, suppliers, contractors and other contacts	Information sheets on database	Emergency use only – call outs, fire, flood, office break in etc.	Updated annually	Key Personnel, Committee, Police, Fire, Local Authority with consent of member or employee.	SMT

Team Responsible: Housing Property Services

DETAIL OF INFORMATION COLLECTED OR HELD	LOCATION/SECURITY	PURPOSE COLLECTED OR HELD	PERIOD RETAINED FOR/EXCEPTIONS	EXCHANGED WITH/PASSED ON TO	RESPONSIBLE FOR DESTROYING
Applications for Accommodation	Hard copy in locked filing cabinet	Best Practice	6 Years	Other Landlords for references – information is limited to bare essentials.	Housing/Property Manager
Housing Benefit Notifications	HB portal secure website	Best Practice	2 Years	Housing Benefit section, Independent resource centre, Citizens advice	Housing/Property Manager
Rent Statements	Electronic held on Kypera	Best Practice	2 Years	Tenants themselves, independent resource centre, citizens advise, power of attorneys and family/ friends appointed by tenant to assist with financial matters	Housing/Property Manager
Tenancy files, inc rent payment records, complaints and harassment	Electronic/ hard copy, held in tenants files and T drive. Hard copies held in central filing in secure room	Limitations Act 1980 Data Protection compliance Best practice for rent payment - 2 years plus current year	6 years post tenancy	Other members of staff, local authority, police Scotland (complaints)	Housing/Property Manager
Former Tenants tenancy agreement detail's and reason for leaving	Hard copies in central filing – electronic in house file in T drive	Best Practice and Data Protection compliance	6 Years	No one	Housing/Property Manager
Documents and correspondence relating to special needs of current tenants	Electronic/ hard copy, held in tenants files and T drive. Hard copies held in central filing in secure room	Held on a need to know basis. Sensitive information from Social Services to be returned or agency at end of tenancy or destroyed	While a tenant	Social work, care services staff, other members of staff Property Services etc.	Housing/Property Manager
Records of offenders, ex-offenders and those subject to cautions	Hard copies kept in a locked cabinet	Held on a need to know basis. Sensitive information will be confidential and deal with as required by Police.	While a tenant	Police	Housing/Property Manager
Rent Registrations (superseded)	Electronic/ hard copy, held in tenants files and T drive. Hard copies held in central filing in secure room		6 Years	Rent Registration office/ tenant/ housing benefit	Housing/Property Manager

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Rent Registration (not superseded)	Electronic/ hard copy, held in tenants files and T drive. Hard copies held in central filing in secure room	The Rent Act	Permanently	Rent Registration office/ tenant/ housing benefit	Housing/Property Manager
Fair Rent Documentation	Electronic/ hard copy, held in tenants files and T drive. Hard copies held in central filing in secure room	Rent Officer Recommendation	6 Years	Rent Registration office/ tenant/ housing benefit	Housing/Property Manager
Leases and Deeds of Ownership	Electronic/hard copies held in property files and T drive. Hard copies held in central filing room.	Best Practice	Permanently or until disposed of	Factored owners – Solicitors on request	Housing/Property Manager
Abstracts of titles	Electronic/hard copies held in property files and T drive. Hard copies held in central filing room.	Limitation for legal action relating to land or contracts under seal	12 Years after an interest	Factored owners – Solicitors on request	Housing/Property Manager
Planning and Building Control permissions	Electronic/hard copies held in property files and T drive. Hard copies held in central filing room.	Limitation for legal action relating to land or contracts under seal	12 Years after and interest ceases	Factored owners – Solicitors on request	Housing/Property Manager
Searches	Electronic/hard copies held in relevant property files and T drive. Hard copies held in central filing room.	Limitation for legal action relating to land or contracts under seal	12 Years after and interest ceases	Factored owners – Solicitors on request	Housing/Property Manager
Documents relating to successful tender	Electronic/hard copies held in contract files and T drive. Hard copies kept by Finance	Best Practice	6 years after end of contract	N/A	Housing/Property Manager

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	in contract register.				
Documents relating to unsuccessful tenders	Electronic/hard copies held in contract files and T drive. Hard copies held in property services filing.	Best Practice	2 years after notification	N/A	Housing/Property Manager
Forms of tender	Electronic/hard copies held in contract files and T drive. Hard copies held in property services filing.	Best Practice	6 years after end of contract	N/A	Housing/Property Manager
Landlords Gas Service Certificates	Electronic/hard copies Property Services Office – Filing system and on the T drive.	Legal Best Practice	2 Years 5 Years	N/A	Housing/Property Manager
Property maintenance records	Kypera	Limitation for legal action relating to land or contracts under seal	6 Years	N/A	Housing/Property Manager
Reports and professional opinions	Electronic/hard copies held in relevant property files and T drive. Hard copies held in central filing room.	Limitation for legal action relating to land or contracts under seal	6 Years	N/A	Housing/Property Manager
Employee Health and Safety					
Medical records controlling Asbestos	Held on Secure Server	Control of Asbestos at Work Regulations 1987	Minimum 40 years from the date of last entry	Some documents may be shared with Environmental /Health and Safety executive. Solicitor	Housing Officer
Medical records and details of tests under the control of lead at work	Held on secure Server		Minimum 40 years from the date of last entry	Some documents may be shared with Environmental /Health and Safety executive. Solicitor	

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Health and Safety Assessments	Held on Secure Server	Legal	Permanently	Some documents may be shared with Environmental /Health and Safety executive	Housing Officer
Health and Safety Policy Statement	Hallway in locked display screen	Legal	Permanently	Some documents may be shared with Environmental /Health and Safety executive	Housing Officer
Records of consultations with safety representatives and committees	Saved on secure server.	Legal	Permanently	Some documents may be shared with Environmental /Health and Safety executive	Housing Officer
Accident records, reports	Health and safety locked filing cabinet	Legal	6 years after date of occurrence	Some documents may be shared with Environmental /Health and Safety executive/Solicitor	Housing Officer
Health records for Hazardous Substances	Held on Secure Server	Good practice as a personal liability claim can be brought. The Control of Substances Hazardous to Health Regulations 1999/2002 (COSHH)	Minimum 40 years from the date of last entry	Some documents may be shared with Environmental /Health and Safety executive	AD/Care Service Manger
Accident Books	On top of housing management filing cabinet – not locked away for ease of access for all staff	Legal	6 years after date of last entry	Some documents may be shared with Environmental /Health and Safety executive	Housing Officer
Health and safety statutory notices	Kitchen, staff room and top landing	Legal	6 years after compliance	N/A	Housing Officer

Team Responsible: Care Services

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Tenants/Children's personal profile	Retained within the Tenants personal Care Plan folder secured in locked cabinet in complex office.	This document holds the Tenants next of kin details for emergency purposes.	Permanently	May be shared with subsequent caring agency and Hanover	N/A
Tenants/children's personal daily logs	Retained with in the Tenants personal Care Plan folder secured in locked cabinet in complex office	This document holds daily recordings of issues relating to the Tenants personal safety and well-being. This document Is also used as a written handover of information for shift change overs.	Permanently	Some documents may be shared with subsequent caring agency and Care Inspectorate	N/A
Completed Care Plans after Tenant leaves the service or dies	Retained within the Tenants personal Care Plan folder secured in locked cabinet in complex office	Care plans are kept after a Tenant leaves the service or dies, as a point of reference in case there are any uncertainties or suspicious circumstances over their death.	Permanently	Some documents may be shared with subsequent caring agency and Care Inspectorate	N/A
Hanover report sheet	Retained within the Tenants personal Care Plan folder secured in locked cabinet in complex office	This report provides information on how many emergency call out's staff have attended and the nature of the incident	1 Year	Some documents may be shared with subsequent caring agency, Hangover and Care Inspectorate	AD/ Care Service Manager
Meetings	Retained within the locked cabinet in complex office	These meetings are retained for quality assurance purposes.	1 year	Some documents may be shared with subsequent caring agency and Care Inspectorate	AD/Care Service Manager
Individual personal Risk Assessments	Retained within the Tenants personal Care Plan folder secured in locked cabinet in complex office	This document is retained for quality assurance purpose to evidence we are ensuring safe practice to minimise risk to the Tenant and what procedures must be in place to ensure their safety and well-being it's in line with	Permanently	Some documents may be shared with subsequent caring agency and Care Inspectorate/Health and Safety executive	N/A

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		<i>The Management of Health and Safety at Work Regulations 1999</i>			
Accident books Accident records/reports Record of any reportable injury, diseases or dangerous occurrences (RIDDOR)	Retained within the Accident folder within the locked cabinet in complex office	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Minimum 6 years from the date on which it was made If the record relates to a person under 18 years of age, retain for 3 years from 18 until age 21	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Incident, events or occurrences that require notification to the Care Quality Commission	Retained within the Accident folder/Personal Care Plan folder within the locked cabinet in complex office	CQC essential of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate/Health and Safety executive	AD/Care Service Manger
Health and safety records	Retained within the H&S folder within the locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Care Inspection Reports	Displayed on notice board, then retained in DPHA Care Service Mangers office.	Limitation for legal proceedings. Reports are public documents.	6 years following end of management	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Certificate of registration from the Scottish Social Services Codes of Practice	Displayed on notice board, then retained in DPHA Care Service Mangers office.	Best practice guidelines	Permanently	Some documents may be shared with subsequent caring agency and Care Inspectorate and SSSC	N/A
Health records for	Retained within the	Good practice as a personal liability	Minimum 40 years	Some documents may be shared	AD/Care Service

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Hazardous Substances	COSHH folder within the locked cabinet in complex office	claim can be brought. The Control of Substances Hazardous to Health Regulations 1999/2002 (COSHH)	from the date of last entry	with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	Manger
Food/Fridge Temperature Record	Retained within the H&S folder within the locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Fire Equipment Testing Record	Retained within the H&S folder within the locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Electrical Testing record	Retained within the H&S folder within the locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Water safety	Retained within the H&S folder within the locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate Environmental /Health and Safety executive	AD/Care Service Manger
Finance Information	Retained in locked cabinet in complex office	TMA Sec.20. May require any documents relating to tax over 6 (plus) years.	6 years	Auditors/HMRC	Finance Agent
Old staff rota	Retained in locked cabinet in complex office	CQC Essential Standards of Quality and Safety March 2010	4 years after the year to which relates	Some documents may be shared with subsequent caring agency and Care Inspectorate	AD/Care Service Manger
Old Desk Diary	Retained in locked cabinet in complex office	These rotas are retained for quality assurance purposes.	3 years	Some documents may be shared with subsequent caring agency and Care Inspectorate	AD/Care Service Manger

