

Suffolk Young People's Health Project

Data Retention Policy

In line with data protection regulations, Suffolk Young People's Health Project (hereinafter referred to as 'the Organisation') will retain personal information (or data) for only as long as is necessary.

This may be for legitimate, operational, or legal reasons, or for as long as consent is provided. For example, so that relevant documentation is available for a legal case.

Below, this policy outlines areas of data the Organisation processes, and the length of time it is stored, after which time the record is destroyed/erased.

Please note:

- this applies to all data, including digital and hard copy
- hard copies of data may be scanned and stored digitally, with the original destroyed
- different data held on an individual may be retained for different periods
- this policy is based on current UK legislation (such as the Charities Act 2011), guidance (e.g. HMRC website guidance on limited companies), and time limits for commencing (civil) legal proceedings (Limitation Act 1980) for minimal lengths of retention
- data may be retained for a different length of time than stated in this policy where there is genuine legal, legitimate or operational reason to do so

Retention

Unless stated with (*) the date of destruction refers to the first day following the end of the full financial year (01 April) after which the last relevant use of the data has been processed or the transaction was made (e.g. if an activity concludes on 15 June 2018 and that data is to be retained for one year, it will be destroyed on 01 April 2020)

Client Data

(including sensitive data)

Example(s)	Retention Period	Notes
Name Age Contact details Presenting (health) issues Evaluation forms Feedback NHS number	Five years	Allow for analysis and reporting of evaluation & impact for long-term grants
Safeguarding records	Five years or until the individual reaches the age of 21, whichever is longer*	Based on Limitation Act 1980 for children and young adults' data
Counselling records (inc. name, address, contact info) Referral forms	Seven years or until the individual reaches the age of 21, whichever is longer*	Based on counselling good practice & related guidelines
Consent forms: Participation in activities Photography Case studies Emergency contact details	Three years	Individuals younger than 18 require parental consent

Photos Voice recordings Case studies	Three years	Individuals younger than 18 require parental consent
NHS data Includes Wellbeing Suffolk counselling referrals (inc. name, address, contact info) and related data as part of the Suffolk Wellbeing Service	Twenty-five years	

Employee & Volunteer Records / HR

Example(s)	Retention Period	Notes
Personnel file Job application forms CVs Covering letters Employment contracts Appraisals Holiday forms Training/qualifications Redundancy details Self-certificates	Six years after the employee leaves services	Recommended, due to allowance of time to raise civil legal action
Bank account details Emergency contact details ID card/photo References Criminal convictions and offences (DBS checks)	To be destroyed within the first month after the conclusion of employment*	
Medical examination certificates	Four years from date of issue*	
Working time records	Two years	
Parental leave	Five years from birth/adoption or 18 years if child receives a disability allowance	
Senior management records	Permanently*	
NHS data	Twenty-five years	

Unsuccessful applications for work or volunteering

Example(s)	Retention Period	Notes
Application forms CVs Covering letters Copies of ID (passport)	6 months	Period in which a discrimination claim could be brought against the organisation

Financial

Example(s)	Retention Period	Notes
Invoices Petty cash records Payroll Paying-in slips Tax and National Insurance records Expenses Purchases Bank statements	Six years	
Invoices for capital items that last long term, e.g. carpets, lift	Ten years	
Maternity pay records	Three years	Refers to the year in which the maternity period ends
Pension	Twelve years	
Sickness records	Three years	Statutory Sick Pay (General) regulations
Annual accounts	Permanently*	

Health & Safety

Example(s)	Retention Period	Notes
Accident and incident recordings	Three years since the last entry or until anyone listed in the record reaches the age of 21*	
Medical records	40 years since the last entry*	Records specified by Control of Substances Hazardous to health (COSHH)
Health & safety assessments	Permanently*	

Organisational

Example(s)	Retention Period	Notes
Trust deeds	Permanently*	
Trustee meeting minutes	Permanently*	
Organisation charts	Permanently*	
Employer's Liability insurance certificate	Forty years	