

**Canterbury  
Christ Church  
University**

## **People Directorate Retention Schedule**

### **Retention Schedule for Documents Relating to Data Processed in Relation to Staff**

#### **Scope**

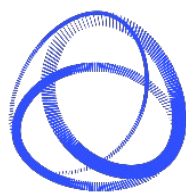
1. The policy and procedures set out in this document apply to all contracted members of staff irrespective of role, working location or working pattern.

#### **Purpose**

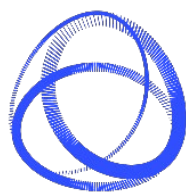
2. This document represents the Retention Schedule for documents relating to all data processed in relation to staff at the University. The Retention Schedule aims to establish how long records should be retained in order to meet statutory requirements regarding retaining and destroying documentation. In the interests of transparency, the Schedule is openly published. It forms part of the [Staff Privacy Notice](#).
3. Documentation is retained for the period set out in the Schedule, after which the documents are destroyed. A clear distinction is made with documents containing personal information.
4. The documents covered by the Retention Schedule may be kept in paper or electronic form. As long as the documents are kept safely there is no obligation to maintain records in both formats. They may be transferred from one medium to another. The term 'documents' refers to all documentation irrespective of the medium used for its retention.
5. Once a document category reaches the end of the retention period, all relevant documents shall be disposed of by appropriate means.

#### **Implementation**

6. The Retention Schedule is effective from April 2026.
7. The Retention Schedule covers existing documentation.

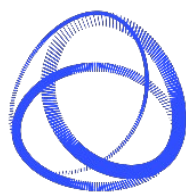


Type of Documentation	Retention Period	Reason for Retention	Where Definitive Copy Retained
<b>Recruitment</b>			
Internal discussion of need for new post(s)	5 years after creation	Equality Act 2010	SharePoint
Individual job descriptions	Until superseded	Employment Rights Act 1996	SharePoint
Grading of individual jobs: outcomes	10 years after superseded	Used as a reference source for future gradings	SharePoint
Authorisation of recruitment	5 years after completion of recruitment	Kept for audit purposes to show who authorised the recruitment.	SharePoint
Job Advertising	1 year after interview	Employment Rights Act 1996	SharePoint
Records documenting enquiries about vacancies & requests for application forms	6 months after completion of recruitment	Equality Act 2010	Outlook/StaffSpace
Unsuccessful candidates	1 year after interview	Equality Act 2010	StaffSpace
Successful candidates	7 years after termination of employment	Equality Act 2010 Employment Rights Act 1996	StaffSpace
Relocation	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Equal opportunities information	7 years after termination of employment	Equality Act 2010	StaffSpace
Equal opportunities reports	10 years after creation	Equality Act 2010	SharePoint
Data for analyses of recruitment effectiveness	6 months	Equality Act 2010	SharePoint



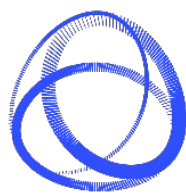
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Staff development, conference attendance, training & induction	6 years after termination of employment	Employment Rights Act 1996	StaffLearn
Information Relating to DBS Disclosure and Criminal Convictions	7 years after termination of employment	Rehabilitation of Offenders Act 1974	StaffSpace
Right to work checks	2 years after the termination of employment	The Prevention of Illegal Working Regime	StaffSpace
<b>Employee Remuneration</b>			
Records documenting an employee's remuneration and rewards (e.g. discretionary increments, promotion boards).	6 years after termination of employment	Limitations Act 1980	StaffSpace
Records of maternity, paternity and adoption leave pay	7 years after termination of employment	The Statutory Maternity Pay (General) Regulations 1986, Statutory Paternity Pay and Statutory Adoption Pay Regulations 2002	StaffSpace
Contribution Pay	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Expenses	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Taxation	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Pension	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Severance Payments	7 years after termination of employment	Employment Rights Act 1996	StaffSpace



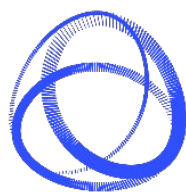
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Redundancy Payments	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Sickness absence pay	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
EVR Scheme Payments	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
<b>Employee contract management</b>			
Grievances	7 years after termination of employment	Limitations Act 1980	StaffSpace
Records documenting changes to an employee's terms and conditions of employment.	6 years after termination of employment	Employment Rights Act 1996	StaffSpace
Training records	7 years after termination of employment	Employment Rights Act 1996	StaffLearn
Positive Performance Conversations	7 years after termination of employment	Employment Rights Act 1996	StaffLearn
Disciplinary Cases	7 years after termination of employment	Employment Rights Act 1996	StaffSpace
Records relating to the administration of an employee's contractual holiday entitlement.	7 years after termination of employment	Employment Rights Act 1996 Part Time Workers Regs 2000	StaffSpace
Records documenting an employee's absence due to sickness.	7 years after termination of employment	SI 1999/584	StaffSpace

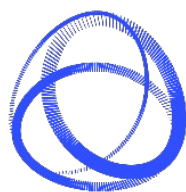


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Records documenting the authorisation and administration of compassionate and emergency leave.	7 years after termination of employment	Equality Act 2010	StaffSpace
Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	7 years after termination of employment	Equality Act 2010 Employment Rights Act 1996	StaffSpace
Records containing an employee's current basic personal details (e.g. address, next of kin, emergency contacts).	7 years after termination of employment	Limitations Act 1980	StaffSpace
Occupational Health Referrals	7 years after termination of employment	Equality Act 2010	StaffSpace
Records documenting accident, incidents, diseases and dangerous occurrences to employees arising from accidents etc in the workplace	Date of last entry plus 40 years for diseases date of first reported incident	Health and Safety at Work Act 1974; RIDDOR Regulations (7) 1994; The Control of Substances Hazardous to Health Regulations 1999 and 2002	Civica
Radiation Dosimeter Summary Records for staff	Until the person is or would have been 75 years old, or at least 40 years from incident.	Radiation Regulations 1999	Civica
Records documenting an employee's termination of employment	7 years after termination of employment	Employment Rights Act 1996	StaffSpace

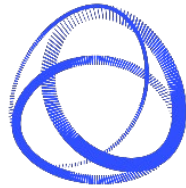


Working time	7 years after termination of employment	Working Time Regulations 1998	StaffSpace
Records of relationships between staff or staff and students	7 years after termination of employment. Data anonymised upon end of relationship.	OfS Condition of Registration E6	SharePoint
<b>Committees</b>			
Joint Consultative and Negotiating Committees minutes and papers master set	Immediately on approval	Employment Relations Act 1999	SharePoint
Joint Consultative and Negotiating Committees minutes and papers reference set	10 years from meeting date	Employment Relations Act 1999	SharePoint
Joint Consultative and Negotiating Committees minutes and papers	Immediately when no longer required for departmental/personal reference	Employment Relations Act 1999	SharePoint
<b>HR procedures</b>			
HR procedures and guidance	2 years after guidance is superseded	When transferred to the University Archive, the University Archivist may destroy some procedure documents	SharePoint
Working papers leading to development of procedures and guidance	2 years after guidance is superseded	To maintain a record of the development of procedures and guidance.	SharePoint
Interpretation of procedures or guidance at local or central level	2 years after guidance is superseded	To maintain a record of the development of procedures and guidance.	SharePoint



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Job evaluation	Indefinitely	Equality Act 2010	ECC HERA system
Working papers from large-scale job evaluation exercises	1 year after completion of exercise	Equality Act 2010	SharePoint
Results of large-scale job evaluation exercises	10 years after completion of exercise	Equality Act 2010	SharePoint
<b>Management Information</b>			
Salary benchmarking for contracts	10 years after creation	Equality Act 2010	SharePoint
HESA statistics on staff turnover	5 years after creation	For statistical purposes	SharePoint
Records documenting the development of workforce welfare schemes and services e.g. counselling services.	5 years after creation	This is the retention period used by Student Counselling Services.	SharePoint
<b>Industrial relations</b>			
Records documenting institutional recognition/derecognition of trades unions	10 years after creation	Employment Relations Act 1999	SharePoint
Records documenting agreements with trade unions; the negotiations and the agreement itself	10 years after termination of agreement	Employment Relations Act 1999 CIPD recommendation	SharePoint
Routine communications with trade union representatives, including minutes of meetings	10 years after creation	Employment Relations Act 1999	SharePoint



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## Version control

**Title:** People Directorate Retention Schedule

**Process Owner:** Chief People Officer

**Department responsible:** People Directorate

**Date approved:** 29<sup>th</sup> April 2026

**Date of review:** 29<sup>th</sup> April 2028

**Date last amended:** 29<sup>th</sup> April 2026