



Our policy on retaining your personal data

Here's a note of some of the personal data that we hold and for how long we keep it.

Employees

Personal data	Period held
Job applications and interview records	Six months if unsuccessful If the applicant is happy for us to retain their data for future opportunities we'll confirm how long we'll keep it at the point they give us the information
'Right to work' checks	Two years after employment ends
Time sheets and Working Time Regulations opt-outs	Two and a half years
Records relating to maternity leave and maternity pay (and other family leave and pay)	Three years after the end of the tax year in which family related leave ended
Records relating to any accident, death or injury in connection with work	Three years from the date of the incident, or if anyone injured was under 18, until their twenty-first birthday
Employment files, including: <ul style="list-style-type: none">• Application, CV and details of previous employment• Contact of employment• References given and received• Qualifications and checks with professional bodies• Annual reviews• Disciplinary/grievance records• Sickness absence records• Training records• Employment related correspondence• Subject access requests and responses• Consent for the processing of data• Driving licence and insurance data• Records of any advances or	During your employment and six years after



loans • Pension information	
Holiday records	Six years, or seven if any annual leave was carried over from the previous year
Payroll records	Six years from financial year end
Collective workforce agreements and works council meeting minutes	Permanently
Bank details	Deleted after the last payment
Equal opportunities monitoring data	During employment and six months after
DBS certificate	For unsuccessful applicants, deleted immediately. Only kept during employment where relevant to the role and conviction remains unspent. Certificates should be deleted once a conviction becomes spent, unless the role allows you to carry out full DBS checks
Records of criminal convictions	Deleted as soon as the conviction is spent, unless the role allows you to carry out full DBS checks
Death benefit nomination and revocation forms	During employment (and if any payments are made, six years after the last payment of benefit)
Next of kin	Deleted after employment ends
IP addresses, internet usage history, recorded calls and location data from company equipment	Six years
General commercial personal data – e.g. sales information, client data	Six years
Court/tribunal papers	Six years
Photos	Deleted after employment ends
Trade union agreements	Permanently
CCTV	See below



CCTV

Purpose	Suggested retention period
Preventing and detecting crimes	One month, unless a crime is reported
Identifying training needs	Three months
Monitoring and ensuring security of our property	One month, unless an incident is reported
Ensuring policies and procedures are being followed	Three months
Investigating disciplinary or grievance issues	Three months
Monitoring production and work status	Three months
Monitoring driver and staff locations	Three months, unless needed for a specific incident
Monitoring your driving on our business	Three months, unless needed for a specific incident
Monitoring adherence to health and safety provisions and policies	Three months, unless needed for a specific incident

Residents

Personal data	Period held
Residents' files, including: <ul style="list-style-type: none">• Welcome letter• Consent to care• Pre-admission assessments• Care plans• Medical history• PEEPs• Power of attorney and legal documents• Risk assessments and management plans• Monitoring charts• Memory, understanding and DoL assessments• Records of visits and	For six years after resident leaves



communication <ul style="list-style-type: none">• Personal preference forms• Weight records and dietary requirements• Medication plans and agreements	
Resident billing information	Deleted after last invoice sent
Resident card payment information	Data not retained by Country Court Care
Account history	Six years
Resident next of kin	Deleted after resident leaves
Photographs	Deleted after resident leaves or when photograph updated

Marketing

Personal data	Period held
Healthcare and other professionals' data	Two years if no contact, unless fresh consent is received
Enquirers' data	Two years if no contact, unless fresh consent is received
Industry contacts	Two years if no contact, unless fresh consent is received
Next of kin	Two years if no contact, unless fresh consent is received