

# Appendix 1

## Retention Periods for Personal Data

The table below sets out retention periods for Personal Data held and processed by Rosehill about customers (including tenants, factored owners, and waiting list applicants) and employees. It is intended to be used as a **guide only**. However, not all Personal Data can be processed and kept for the same period of time, and this will vary depending on the individual circumstances of each person whose Personal Data we hold.

<b>Type of Record</b>	<b>Retention Period</b>
<p><b>Membership Records</b></p> <ul style="list-style-type: none"> <li>• Application Forms</li> <li>• Share Certificate Stubs</li> <li>• Live Share Register</li> <li>• Former Members Register</li> </ul>	<p>5 years from when membership ends            Permanently            Permanently            5 Years from when membership ends</p>
<p><b>Current Tenant/House Files</b> e.g. tenancy agreements; applications for tenancy matters such as alterations/improvements, garden assistance and adaptations; Housing Benefit Notifications; arrears letters; anti-social behaviour/neighbour complaints; records about sex offenders/offenders and ex-offenders; various correspondence</p> <ul style="list-style-type: none"> <li>• Landlord’s Gas Safety Records</li> <li>• Repairs Orders/Maintenance Requests (kept on main IT system property records)</li> </ul>	<p>Minimum of 5 years up to duration of tenancy</p> <p>2 calendar years from the issue of the current certificate</p> <p>5 years on current property records, thereafter will be archived, with tenants’ names redacted.</p>
<p><b>Former Tenant/House Files</b> e.g. tenancy agreements, Housing Benefit Notifications, arrears letters, anti-social behaviour/neighbour complaints</p>	<p>5 years</p>
<p><b>Housing Applications</b> e.g. main application form, medical form, supporting documentation,</p>	<p>5 years from when removed from waiting list for various reasons e.g. we have rehoused the applicant, removed at applicant’s request, etc.</p>
<p><b>Factored Owner Files</b> e.g. details of ownership, owners contact details, emergency contact details.</p>	<p>1 year following change of ownership or termination of factoring service except where there is a balance on the owner’s account.</p>

	Emergency contact details removed at change of ownership or termination of factoring service.
<b>Employee Personnel/HR Files</b> e.g. personal contact details, performance reviews, training records, health records, absence records, employment contracts, parental leave, documents proving the right to work in UK	Minimum of 5 years up to duration of employment
<b>Other Employee Files</b> <ul style="list-style-type: none"> <li>Records relating to working time</li> </ul>	2 Years from the date on which they were made
<b>Other Employee Data (financial)</b> <ul style="list-style-type: none"> <li>Payroll</li> <li>Income tax, NI returns, correspondence with tax office</li> <li>Retirement benefits schemes</li> <li>Statutory maternity/paternity and adoption pay records, calculations, certificates (e.g. MAT 1Bs)</li> <li>Statutory Sick Pay records, calculations</li> <li>Wages/Salary records</li> </ul>	7 years for all such financial data
<b>Former Employee Personnel/HR Files</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job Application Form</li> <li><input type="checkbox"/> Personal Contact Information (including emergency contact details)</li> <li><input type="checkbox"/> Documents proving the right to work in UK</li> <li><input type="checkbox"/> Driving Licence, Car Insurance and MOT details</li> </ul>	5 years from when employment ends  Removed at point employment ends Removed at point employment ends  2 years after employment ceases  Removed at point employment ends
<b>Other Former Employee Files</b> <ul style="list-style-type: none"> <li>Redundancy details, calculations of payments, refunds</li> <li>Redundancy facts</li> </ul>	6 years from the date of the redundancy 6 years
<b>Recruitment Files</b> <ul style="list-style-type: none"> <li>Application forms of non-shortlisted candidates</li> </ul>	6 months

- Application forms of shortlisted candidates, interview notes

1 Year

\*successful candidate's paperwork will be transferred to their employee Personnel/HR file