

Human Resources Information Schedule

SCHEDULE OF INFORMATION RETAINED AND PROCESSED FOR EMPLOYEES – AGE UK CAMDEN

Please be advised that this table represents the information that AUC (and subsidiaries where applicable) may retain in relation to your employment. It also details when this information will be securely destroyed.

Please note that the organisation may keep basic information such as your name, post and dates of employment beyond these dates for reference purposes.

Please sign the end of this document to confirm that you have been informed of this process and are in agreement.

Information gathered and retained	Purpose for processing	Legal basis for procession	Assessment of data subjects interests	Who do we share your information with (please note that this details all organisations we may share some of your information with where applicable)	Duration of retention
Personal identifiers e.g. name, employee reference number	To identify the employee for all other employment related purposes below	Necessary for the performance of a contract to which the data subject is a party. Necessary for the legitimate interests of the organisation.	Impact on data subjects rights and freedoms is very low. Processing is in data subjects interest.	FMP Global – payroll company HMRC DWP The Pension Trust Camden Pension Westfield Health Occupational Health – Bupa GBG on line disclosures (DBS checks) Reference requests (we will advise you on receipt of these). Edenred – Childcare voucher company Auditing organisations such as SGS for ISO and OQS audits TDS – training provider Training organisations – we will advise	7 years from end of employment date

				as applicable on an individual basis SAGE – HR data base provider H&S Executive Information Commissioners Office Interflora	
Financial identifiers, e.g. National Insurance number	To legally process payment and tax and NI	As above	As above		7 years from end of employment date
Identifiers issued by public bodies, e.g. CIPD	To evidence membership of bodies related to roles	As above	As above		7 years from end of employment date
Address	To communicate with outside of the office (eg when off sick) and also for processing payroll	As above	As above		7 years from end of employment date
Home and mobile telephone numbers	To communicate with when outside the office – eg when off sick	As above	As above		7 years from end of employment date
Work Permit details	To evidence legal right to work in the UK when applicable	As above	As above		7 years from end of employment date
Email address	To communicate with outside of the office	As above	As above		7 years from end of employment date
Travel and other expenses	For auditing	As above	As above		7 years from end of employment date
Membership of voluntary, charitable bodies	For evidence of membership and potential conflict of interest issues	As above	As above		7 years from end of employment date
Public offices held	As above	As above	As above		7 years from end of employment date
Licences, permits held (relevant to the working environment)	If legally required – eg driving licence	As above	As above		7 years from end of employment

	for driver jobs etc				date
Complaint, incident, accident details	For health and safety legal requirements	As above	As above		7 years from end of employment date
Court, tribunal, inquiry proceedings	As evidence in any legal situation (and insurance purposes)	As above	As above		7 years from end of employment date
Academic record Qualifications and skills	As evidence of qualifications and skills at recruitment stage etc	As above	As above		7 years from end of employment date
Membership of professional bodies	For evidence of membership and potential conflict of interest issues	As above	As above		7 years from end of employment date
Professional expertise	As evidence at recruitment stage and also through probation, supervision and appraisal	As above	As above		7 years from end of employment date
Membership of committees	For evidence of membership and potential conflict of interest issues (may also be committees related to work role)	As above	As above		7 years from end of employment date
Publications	If produced as part of work role	As above	As above		7 years from end of employment date
Student record - Student financial records, e.g. sponsorship	Evidence of right to work, processing of student loans.	As above	As above		7 years from end of employment date
Current employment details	To process all relevant policies and procedures and payroll etc	As above	As above		7 years from end of employment date
Recruitment details	To evidence equal opps in recruitment process and evidence of decisions around skills and abilities etc.	As above	As above		7 years from end of employment date

Termination details	In order to process termination and final payments etc	As above	As above		7 years from end of employment date
Career history	For recruitment purposes and internally for equal opps monitoring	As above	As above		7 years from end of employment date
Work record	As above	As above	As above		7 years from end of employment date
Health & safety record	Legal H&S requirement	As above	As above		
Payments, deductions	Auditing purposes	As above	As above		7 years from end of employment date
AUC Property held by employee e.g. equipment	To manage location of property and retrieve at end of employment	As above	As above		7 years from end of employment date
Work management details	To ensure correct lines of reporting and line management responsibilities	As above	As above		7 years from end of employment date
Work assessment details, e.g. appraisal information	To support the employee through the life cycle of their employment	As above	As above		7 years from end of employment date
Training record	Equal opps and evaluation of training (could be related to Investors in People etc)	As above	As above		7 years from end of employment date
Allowances, benefits, grants	Auditing purposes and financial regs	As above	As above		7 years from end of employment date
Benefits entitlements and history	Auditing purposes and financial regs	As above	As above		7 years from end of employment date
Photograph/CCTV images	(Photos – separate permission sought) CCTV	As above	As above		7 years from end of employment date
Next of kin and contact details	To contact in an emergency	As above	As above		7 years from end of employment

					date
Dependants' details	For purposes such as being additional beneficiary on Westfield Health scheme.	As above	As above		7 years from end of employment date
Emergency contact and contact details	To also contact in an emergency	As above	As above		7 years from end of employment date
Salary history	Auditing and financial regs and informing external payroll company	As above	As above		7 years from end of employment date
Compensation	Auditing and financial regs	As above	As above		7 years from end of employment date
Business activities of the data subject	Conflict of interest	As above	As above		7 years from end of employment date
Health record	H&S legal requirement and impact on Ill Health policy and sick pay (dates and number of days sick sent to payroll company)	As above	As above		7 years from end of employment date
Disabilities	For support of the employee and for equal opps purposes	As above	As above		7 years from end of employment date
Equal opps monitoring info (which may include gender, ethnic origin, age, sexuality etc)	Equal opps and statistical reporting (anonymised)	As above	As above		7 years from end of employment date
Convictions	To ensure safeguarding of service users.	As above	As above		7 years from end of employment date (although DBS checks should be shredded after 6 months and only the date and number retained and DB checks to be

					renewed every 3 years)
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Signed.....Date.....

Name.....Post.....