

Retention Register

Data Information Type	Data Type Owner	Type of employment record	Retention period
Employee Records		Recruitment records	
	HR	These may include: Completed online application forms or CVs. Equal opportunities monitoring forms. Assessment exercises or tests. Notes from interviews and short-listing exercises. Right to work checks	Unsuccessful candidates: two years after notifying candidates of the outcome of the recruitment exercise. Successful candidates documents will be transferred to the personnel file.
	Security	Pre-employment checks	
	Security	Pre-employment verification of details provided by the successful candidate. For example, checking qualifications and taking up references. (These may be transferred to a successful candidate's employment file.)	
	Security	Criminal records checks. (These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.)	
Employee Records		Contracts	
	HR	These may include: Written particulars of employment. Contracts of employment or other contracts. Documented changes to terms and conditions.	While employment continues and for six years after the contract ends.
Employee Records		Payroll and wage records	
	HR	Payslips P60's Benefits in kind (P11D) Payroll input Current bank details for payroll purposes PAYE records Bacs listing Payroll summaries RTI-FPS-EPS	Six years plus current tax year.
		Records in relation to hours worked	Six years from the financial year-end in which payments were made.
		Payroll records	Two years beginning with the day on which the pay reference period immediately following that to which they
Employee Records		Personnel records	
	HR	These include: Personal details e.g. address, date of birth, NINO, next of kin Qualifications/references. Consents for the processing of special categories of personal data. Annual leave and absence records. Annual assessment reports. Disciplinary procedures. Grievance procedures. Resignation, termination and retirement.	While employment continues and for six years after employment ends.
	HR	Current bank details	Bank details will be deleted as soon after the end of employment as possible once final payments have been made
Employee Records		Employment history	
	Finance	Accounts Data Accounts Contact, Bank details, VAT Number, Company No	Duration of Product Six years after last invoice
		Relating to your scheduled attendance at work Name, Place of work, days of work, working hours	For duration of Contract or Life of Product if applicable to Airworthiness safety.
	Security	Relating to Security Checks when attending Marshall sites Criminal declaration form, nationality, passport, driving license, photos Date of Birth, Place of Birth	Duration of your employment/contract + 1 year after leaving
		CCTV Imagery	Thirty one days since your image was last captured, unless the image is subject to an investigation of an allegation of misconduct. In such cases the image will be kept in line with personal records
		Relating to Airside Driver Permits Name, Department	Three months after expiry
		Relating to Security Awareness General Security Awareness Training (GSAT) Record	Duration of your employment/contract

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	Export & Control	Data relating to International Traffic in Arms Regulation (ITAR) Passport, Past & Present Nationality or Citizenship	Five years after the Expiry Date of the applicable ITAR License or Technical Assistance Agreement (or it's expiry amendment Date)
Employee Records		Records in connection with working time	
	HR	Records to show compliance, including: Working Time Directive opt-out	Six years after employment ends.
Employee Records		Maternity, paternity, adoption and shared parental leave records	
	HR	These include: Payments Dates Period without payment. Maternity certificates showing the expected week of confinement.	Three years after the end of the tax year in which the maternity pay period ends.
Employee Records		Training Records	
	Marshall Skills Centre	A record of training that an individual has had as privately provisioned by our Marshall Skills training provider	Two years from the last activity or upon end of contract
	Health & Safety	A record of training that an individual has had concerning Health & Safety	Six years but may vary up to 50 years dependant on the subject matter of the training.
Employee Records		Medical Records	
		Medical Records	Twelve years
Employee Records			
		Patent agreements with staff	Twenty years after employment ceases
Employee or contractor Records		Travel and subsistence.	
	Finance	Travel expenses & subsistence. allowances.	While employment continues and for seven years after employment ends.
Employee or contractor Records		Information supplied by Third Party Supplier	
	Multiple:- Procurement	These could include:- Contact Data Your name;address; email address; telephone No, company position, location CV or Career History Training, skills, industry or project experience, personal development, other professional and personal experience References of Previous employers, educations establishment, professional and personal experience Relating to travel arrangements where applicable Name, address (including home address) and contact details (including email address, telephone No, Company position, location, passport and visa details	For the duration of your employment.
Data Subject		Data Subject Access Requests	
	GRP	These include: Any data records that have been requested by the data subject	These are typically kept for 1 year after the Data Subject Access request has been satisfied. Though in some cases we may decided that we have a legitimate business interest to retain them for longer than a year - In such cases, we notify the data subject that we intend to do so.
Visitor		Visitor Information	
	Multiple:- Security Export & Control	These include: Full name, your title and your Company details Your photo The reason you are visiting (Visitor Type) Your contact details Your Nationality Your Citizenship Any Disability	Ten years from the date of your last visit
Health & Safety		Accident Management	
		Accident Record books	Twelve years
Company Records		Statutory records	
	GRP or other legal entity	Certificate of incorporation Articles of Association Seal book/register Register of directors and Secretaries Register of of directors' residential addresses Register if interests in voting shares	Originals to be kept permanently

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		Register of charges created prior to 6 April 2013 Register of debenture or loan stockholders Register of current members Register of former members	10 years
Company Records		Meeting records	
	GRP	Minutes of general and class meetings, written resolutions Directors Minutes Proxy Forms/polling cards	Originals to be kept permanently for meetings held prior to 1 October 2007 Ten years after meeting for meetings held after 1 October 2007 One month if no poll demanded One year if poll demanded
Company Records		Accounting and Financial records relating to Company	
	GRP	Annual report and accounts Accounting records required by the Companies Acts Taxation returns and records Internal financial reports Statements & Instructions to bank Tax returns Expenses accounts Customs and Excise returns	Signed copy to be kept permanently Three years Six years Six years Six years Permanently Seven years Six years
Company records		Share registration Documents	
	GRP	Forms for application of shares, debentures, etc, forms of acceptance and transfer renounceable letters of acceptance and allotment, renounceable share certificates, request for designation or redesignation of accounts, letters of request, allotment sheets, letters of indemnity for lost share certificates, stop notices and other court orders Powers of Attorney Dividend and interest bank mandate forms Cancelled share or stock certificates Notification of change of address Any contract or memorandum to purchase the company's own shares Report of an interest in voting shares for investigations requisitioned by members	Ten years from date of registration Ten years after cessation of membership to which power relates Two years after registration One year after cancellation Two years Ten years Six years
Property Records			
	GRP	Deeds of Title Leases Agreements with architects, builders, etc. Patent and trademark records	Permanently Twelve years after lease has terminated Six years after contract completion Permanently
Pension Records			
		Trustees and rules (pension schemes) Trustees' minute book Pension fund annual accounts and Inland Revenue approvals Investment records Actuarial valuation records Contribution records Records of ex-pensioners Pension scheme investment policies	Permanently Permanently Permanently Permanently Permanently Permanently Six years after cessation of benefit Twelve years after cessation
Insurance Records			
		Group Health policies Group personal accident policies Employers' liability policies Sundry insurance policies Claims correspondence Accident reports and relevant correspondence Insurance schedules	Twelve years after cessation of benefit Twelve years after cessation of Permanently Three years after lapse Three years after settlement Three years after settlement Ten years
Other Records			
		Vehicle registration records, MOT certificates and vehicle maintenance records Certificates and other documents of title Trust Deeds Contracts with customers, suppliers or agents	Two years after disposal of vehicle Permanently or until investment disposed of Originals to be kept permanently Six years after expiry unless they are another overarching legal obligation or contractual agreement to retain for longer

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	Licensing agreements	Six years after expiry unless they is another overarching legal obligation or contractual agreement to retain for longer
	Rental and hire purchase agreements	Six years after expiry unless they is another overarching legal obligation or contractual agreement to retain for longer
	Indemnities and guarantees	Six years after expiry unless they is another overarching legal obligation or contractual agreement to retain for longer