

Data Information Type	Data Type Owner	Type of employment record	Retention period
<b>PII</b>		<b>Recruitment records</b>	
	HR	These may include:	Unsuccessful candidates: two years after notifying candidates of the outcome of the recruitment exercise. Successful candidates documents will be transferred to the personnel file.
	HR	Completed online application forms or CVs.	
	HR	Equal opportunities monitoring forms.	
	HR	Assessment exercises or tests.	
	HR	Notes from interviews and short-listing exercises.	
	HR	Right to work checks	
	HR	Pre-employment checks	
	HR	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.)	
	HR	Criminal records checks. (These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.)	
<b>PII</b>		<b>Contracts</b>	
	HR	These may include:	While employment continues and for six years after the contract ends.
	HR	Written particulars of employment.	
	HR	Contracts of employment or other contracts.	
	HR	Documented changes to terms and conditions.	
<b>PII</b>		<b>Payroll and wage records</b>	
	Finance	Payslips	Six years plus current tax year.
	Finance	P60's	
	Finance	Benefits in kind (P11D)	
	Finance	Payroll input	
	Finance	Current bank details for payroll purposes	
	Finance	PAYE records	
	Finance	Bacs listing	Six years from the financial year-end in which payments were made.
	Finance	Payroll summaries	
	Finance	RTI-FPS-EPS	Two years beginning with the day on which the pay reference period immediately following that to
	Finance	Records in relation to hours worked	
<b>PII</b>		<b>Personnel records</b>	
	Finance	These include:	While employment continues and for six years after employment ends.
		Personal details e.g. address, date of birth, NINO, next of kin	
	HR	Qualifications/references.	
		Consents for the processing of special categories of personal data.	
	Finance	Annual leave and absence records.	
	HR	Annual assessment reports.	
		Disciplinary procedures.	
		Grievance procedures.	
	Finance	Resignation, termination and retirement.	Bank details will be deleted as soon after the end of employment as possible once final payments have been made
		Current bank details	
<b>PII</b>		<b>Records in connection with working time</b>	
	HR	Records to show compliance, including:	Six years after employment ends.
	HR	Working Time Directive opt-out	
<b>PII</b>		<b>Maternity, paternity, adoption and shared parental leave records</b>	
	Finance	These include:	Three years after the end of the tax year in which the maternity pay period ends.
	Finance	Payments	
	Finance	Dates	
	Finance	Period without payment.	
	Finance	Maternity certificates showing the expected week of confinement.	
<b>PII</b>		<b>Travel and subsistence.</b>	
	Finance	Travel expenses & subsistence. allowances.	While employment continues and for seven years after employment ends.
<b>PII</b>		<b>Training Records</b>	
	HR	A record of training that an individual has had as privately provisioned by our AeroAcademy 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 dependant on the subject matter of the training.
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