



MOLESEY

Enquirer

Data retention schedule

This retention schedule sets out how long we keep different categories of personal data, the lawful basis for processing, and the reasons for retention. All retention periods are reviewed regularly to ensure compliance with UK GDPR and the Data Protection Act 2018.

Job applicant details (CVs, applications, interview notes)

Purpose: Recruitment

Lawful Basis: Consent

Retention Period: 6 months after recruitment closes

Notes: Deleted if applicant is unsuccessful, unless explicit consent given to retain longer.

Employee records (contracts, appraisals, HR files)

Purpose: Staff administration & management

Lawful Basis: Contract / Legal obligation

Retention Period: 6 years after employment ends

Notes: Limitation period for employment claims.

Payroll and tax records

Purpose: Payroll, tax and accounting

Lawful Basis: Legal obligation

Retention Period: 6 years from end of financial year

Notes: Required by HMRC.

Contact details (name, address, email, phone)

Purpose: Staff administration & communication

Lawful Basis: Consent / Contract

Retention Period: Duration of employment + 1 year

Notes: Reviewed annually.

Emergency contact information

Purpose: Health & safety

Lawful Basis: Vital interests

Retention Period: Duration of employment

Notes: Deleted when employment ends.

Training and certification records

Purpose: Compliance and staff development

Lawful Basis: Legal obligation / Legitimate interests

Retention Period: 6 years after employment ends

Notes: In case of audits or regulatory checks.