

Employment information

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|----------------------------|--|-------|--|---------------------------|--|-----------|------------------|---------|
| Clerks payroll | Name, address, NI number, bank details | Clerk | HMRC/payroll provider/pension provider | Hard drive | | Financial | Legal obligation | 3 years |
| Clerks employment contract | Name, address | Clerk | Clerk/chairman/staffing committee | Filing cabinet/hard drive | | Contract | Contract | 6 years |
| Clerks appraisals | Name | Clerk | Clerk/chairman/staffing committee | Filing cabinet/hard drive | | Contract | Contract | 6 years |

[Handwritten signature] 2/2/26

