



Data Retention Policy and Schedule

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Data Retention Policy

The Maples Community
Last Reviewed: 26 June 2025
Next Review Due: June 2026

1. Purpose

This policy outlines how The Maples Community retains and disposes of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018. It ensures that data is not kept for longer than necessary and is securely deleted or destroyed at the appropriate time.



2. Scope

This policy applies to all:

- Employees (including relief workers, volunteers, placement students)
- Service users
- Applicants
- Contractors and professionals
- Third parties with whom we share or receive personal data

3. Policy Statement

We are committed to storing personal data only for as long as required to fulfil its purpose or to comply with legal, regulatory, or contractual obligations. Once a record reaches the end of its retention period, it will be securely destroyed unless:

- Legal proceedings require otherwise
- A complaint, dispute, or investigation is ongoing

4. Responsibilities

- The Registered Manager is responsible for overseeing service user data retention within regulated services.
- The HR Department manages employee and applicant records.
- The Finance Team oversees financial records.
- The Information Governance Lead monitors compliance across all areas.

5. Storage Formats

Data may be stored as:

- Paper records (securely filed in locked cabinets)
- Electronic records (stored on password-protected, access-controlled systems)

6. Data Categories & Retention Schedule

Tables for each category will follow in separate sections.

Service User Records

Record Type	Retention Period	Legal Basis / Notes
Care Plans	8 years after end of service	NHS Records Code of Practice
Risk Assessments	8 years after end of service	CQC, H&SC Act 2008



Incident Reports	8 years from incident	CQC Regulations
Medication Records (e.g. eMAR)	8 years after end of service	NHS Code of Practice
Consent Forms (e.g. treatment)	Until withdrawn or updated	GDPR Art. 6(1)(a), Art. 9(2)(a)
Consent to Share (with family)	Until withdrawn or updated	As above
Hospital Communications	8 years after end of service	Aligns with care records
Service User Feedback & Surveys	2 years	Consent or Legitimate Interest
DoLS Requests	8 years	Mental Capacity Act 2005
Prescription Records	2 years	NHS Code of Practice
Safeguarding Referrals	8 years	Children Act / Care Act
Direct Payment Records	6 years + current year	Financial and contract law
Client Financial Records	6 years + current year	HMRC Requirements

Employee, Applicant & Volunteer Records

Record Type	Retention Period	Legal Basis / Notes
Rejected Applications	6 months after rejection	CIPD / Equality Act
Successful Candidate Records	6 years after employment ends	Limitation Act 1980
DBS Certificates	Delete after outcome or max 6 months	DPA 2018, DBS Code
Employment Contracts	6–12 years after employment ends	Limitation Act 1980
ID Documents	2+ years after employment ends	Immigration (Restrictions) Order
Performance Records / Appraisals	6 years after employment ends	Limitation Act



Training Records	6 years after employment ends	ICO Guidance
Annual Leave / Sickness / Parental Leave	6 years after end of tax year	Working Time Regs
Staff Disciplinary Records	6 years after employment ends	CIPD Guidance
Next of Kin / Emergency Contact Info	Duration of employment	Legitimate Interest
Technology Use / Access Logs	1–2 years	Legitimate Interest

Financial & Payroll Records

Record Type	Retention Period	Legal Basis / Notes
Payslips, Payroll Data, Bonuses, Expenses	6 years + current year	HMRC / Taxes Management Act
PAYE and Tax Records	3 years	PAYE Regulations
Statutory Sick/Maternity/Paternity Pay Records	3 years after relevant tax year	HMRC / Employment Law
Client Invoicing & Direct Payments	6 years + current year	Financial recordkeeping

Health & Safety Records

Record Type	Retention Period	Legal Basis / Notes
RIDDOR Incident Reports	3 years from incident	RIDDOR 2013
Asbestos Exposure Records	40 years from last entry	Control of Asbestos Regulations 2012
COSHH / Lead Exposure / Hazard Monitoring	40 years (5 for general monitoring)	COSHH / CLAW



Other Business Records

Record Type	Retention Period	Legal Basis / Notes
Visitor Logs / Sign-in Sheets	1 year	Legitimate Interest under GDPR
CCTV Footage	30 days (unless incident)	ICO CCTV Code of Practice
Complaints and Compliments	8 years	Health & Social Care Act / CQC

7. Secure Disposal

All data will be destroyed in a manner that protects the rights of individuals:

- Paper records: shredded or securely disposed
- Electronic records: deleted from all systems and backups using certified methods

8. Review and Approval

This policy is reviewed annually and may be updated sooner if regulations change.

Approved by:

Julie Matthews, Data Protection Lead

Review Due: June 2025