

Type	Description	Retention period	Action
1. Governance			
Recruitment of Board and Committee members	Applications, assessment papers, applicant name, role and score for unsuccessful candidates.	1 year	Destroy
Board and Committee member personal file	Name, contact details, signed Code of Conduct, Declaration of Interest	6 years from end of term of appointment	Destroy
Council agendas, papers and minutes	Provides an audit trail of statutory compliance, a corporate memory of decisions and is of historical value to the organisation.	Permanent	Archive
Corporate business plans and annual reports	Provides an audit trail of statutory compliance, a corporate memory of decisions and is of historical value to the organisation.	Permanent	Archive
Complaints about CNHC	Complaints received about Board members and members of the Profession Specific Boards.	Permanent	Archive
2. General			
Consultations, surveys and feedback forms	Raw data (for research purposes only).	Indefinite (DPA exemption)	Archive
	Statistical analysis (anonymised).	Permanent	Archive
	Final report and associated decision documentation.	Permanent	Archive
3. Policies and procedures			
Policy	Organisational policies	Permanent	Archive
Procedure manuals	Operational procedures	When superseded (unless there is a business requirement to retain)	Destroy

Human Resources			
4. Employment			
Recruitment	Applications, assessment papers, applicant name, role and score for unsuccessful candidates.	1 year	Destroy
Personnel files (job history)	Name, address, written particulars of employment, contracts of employment, changes to terms and conditions	6 years from the end of employment.	Destroy
Pay history	Personal payroll history, record of pay, performance pay, overtime pay, pay enhancements, other taxable allowances, maternity or paternity leave.	6 years from the end of employment.	Destroy
Leave records	Annual leave, maternity leave, compassionate leave etc.	6 years from the end of employment.	Destroy
Notice of end of employment letter.	Resignation, termination and / or retirement letter.	Permanent.	Archive
5. Health			
Health declarations	Letters or notes from doctor.	6 years from end of employment	Destroy
Sickness absence	Dates and causes of sick leave.	6 years from end of employment	Destroy
Records relating to workplace injury	Accident reports	Permanent	Archive
Finance			
6. Bank account records – all held by CNHC external accountants			
Monthly statements	Banking and other billing or financial statements.	Current year plus 1 year.	Destroy

7. Expenditure – all held by CNHC external accountants			
Board expenses and attendance payment to agreed maximum	Reimbursement forms for travel etc	Current year plus 6 years.	Destroy
Staff expenses	Reimbursement forms for travel etc.	Current year plus 6 years.	Destroy
Invoices	Invoices, debt notices (invoices paid, unpaid, registers of invoices and debtors ledgers etc.).	Current year plus 6 years.	Destroy
Asset registers – maintained by CNHC external accountants		Current year plus 6 years after item or asset is disposed of.	Destroy
8. Pension and Payroll – held by CNHC external accountants			
Employee pay histories		Current year plus 6 years.	Destroy
9. Budget and reports			
Financial statements	Statements prepared for inclusion in reports.	Permanent	Archive
Budget and quarterly / annual reports		Permanent	Archive
10. Procurement			
Successful tenders	ITT and supplementary information provided or requested as part of the tender process.	Current year plus 6 years.	Destroy
Unsuccessful tenders	ITT and supplementary information provided or requested as part of the tender process including details of any challenge.	Current year plus 1 year.	Destroy
Contracts	Signed contract agreements.	Current year plus 6 years from end of contract.	Destroy

Home Based Working			
11. Health and safety			
Accident and incident reports Accident Report Book provided to each member of staff	Reports relating to accidents and incidents and accident books – no claim made.	5 years	Destroy
Accident and incident reports	Reports relating to accidents and incidents and accident books – claim made.	Current year plus 6 years after claim settled	Destroy
Emergency procedures As recorded by each member of staff on the required self-assessment check list.	Evacuation procedures.	When superseded	Destroy
Registration			
12. Applications			
Registration application file (leading to a practitioner being added to the CNHC Register)	Application evidence including name, contact details and date of birth.	Permanent	Archive
Registration application file (not leading to a practitioner being added to the CNHC Register because the application was refused)	Application evidence including name, contact details and date of birth.	Date of application plus 40 years from last correspondence.	Destroy
Registration application file (not leading to a practitioner being added to the CNHC Register because the application process was not completed)	Application evidence including name, contact details and date of birth.	Date of application plus 10 years from last correspondence.	Destroy

13. Complaints against registrants			
Outcome of investigation	All information and documents considered and detailed decision of Case Examiners or Investigating Committee.	Permanent	Archive
Outcome of hearing by Conduct and Competence or Health Panel.	All information and documents considered and detailed decision of the Panel, plus transcript of hearing.	Permanent	Archive
14. Administrative removal from Register			
Registrar decision (eg when registrant fails to provide proof of CPD and/or Professional Indemnity Insurance when requested)	All relevant correspondence plus copy of Registrar's decision.	Permanent	Archive
Information Access			
15. Subject Access Requests			
Request and disclosure	Subject access requests relating to a specific individual.	Current year plus 2 years from date of last correspondence. Retain a summary record and a schedule of documents disclosed.	Destroy
We are currently working to align our data retention with this schedule. There may be cases where information is held for longer than stated until project completion.			