

Data Information Type	Data Type Owner	Type of employment record	Retention period
P11		Recruitment records	
	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	
	Security	Pre-employment checks	
	Security	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.)	
	Security	Criminal records checks. (These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.)	
P11		Contracts	
	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.	
P11		Payroll and wage records	
	HR	Payslips	Six years plus current tax year.
	HR	P60's	
	HR	Benefits in kind (P11D)	
	HR	Payroll input	
	HR	Current bank details for payroll purposes	
	HR	PAYE records	
	HR	Bacs listing	Six years from the financial year-end in which payments were made.
	HR	Payroll summaries	
	HR	RTI-FPS-EPS	Two years beginning with the day on which the pay reference period immediately following that to which they
	HR	Records in relation to hours worked	
P11		Personnel records	
	HR	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.	
	HR	Annual leave and absence records.	
		Annual assessment reports.	
	HR	Disciplinary procedures.	
		Grievance procedures.	
	HR	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	
P11		Records in connection with working time	
	HR	Records to show compliance, including:	Six years after employment ends.
	HR	Working Time Directive opt-out	
P11		Maternity, paternity, adoption and shared parental leave records	
	HR	These include:	Three years after the end of the tax year in which the maternity pay period ends.
	HR	Payments	
	HR	Dates	
	HR	Period without payment.	
	HR	Maternity certificates showing the expected week of confinement.	
P11		Travel and subsistence.	
	Finance	Travel expenses & subsistence. allowances.	While employment continues and for seven years after employment ends.
P11		Training Records	
	AeroAcademy	A record of training that an individual has had as privately provided 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.

Updated Nov 2018 - Addition of retention period for training records