



Kingsley Hamilton Management Limited t/as (Cloud 9)

## **DATA RETENTION POLICY**

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## Data Retention Policy

To ensure fair Processing, Personal Data will not be retained by Cloud 9 for longer than necessary in relation to the purposes for which it was originally collected, or for which it was further processed.

The length of time for which Cloud 9 need to retain Personal Data is set out in the 'Personal Data Retention Schedule'. This takes into account the legal and contractual requirements, both minimum and maximum, that influence the retention periods set forth in the schedule. All Personal Data should be deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

We will confidentially destroy all records following the required retention time. Paper records will be shredded or recycled (depending on the sensitivity and confidentiality of their contents). Electronic records will be securely deleted.

The Personal Data Retention Schedule can be found below:

## Payroll Information

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Payroll records P45, P60, P11D</b>	To enable pay to be processed and payments to be made	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 years after leaving
<b>Tax and NI, RTI information</b>	To be held for HMRC requirements	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 years after leaving
<b>Tax coding</b>	To enable pay to be processed and payments to be made	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 years after leaving

## Other Information

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>ID Verification</b>	To enable secure processing of personal data	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	Immediately after termination
<b>DBS (if applicable)</b>	To be held for HMRC requirements	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	Immediately after termination
<b>Credit Check (if applicable)</b>	To enable pay to be processed and payments to be made	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	Immediately after termination
<b>Take Home Projection</b>	Consultation and Advice	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	Immediately after termination

## Personnel Files

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Copy of passport (or other right to work documents – e.g. Biometric visa)</b>	To establish if you have the right to work in the UK	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	2 years after leaving
<b>Job description</b>	To record detail of the job that they are currently undertaking	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	Immediately after termination
<b>References</b>	To establish that they are suitable for the job	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal or Consent	6 months after start date
<b>Contract of employment</b>	To record your contractual terms of employment under ERA sec 1	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	9 months after leaving date

## Personnel Files (continued)

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Other contractual Letters (variation letters)</b>	To record your agreed variations to your contractual terms	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	9 months after leaving date
<b>Confidentiality letters</b>	To record any data confidentiality contractual terms that will survive post termination	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data controller</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	For the duration of the confidentiality covenant after leaving and 6 months thereafter (in case there is a later found breach)

## Personal Data

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Name</b>	To uniquely identify the employee	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 Years after leaving
<b>Address</b>	To be able to identify the employee and send post to	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Consent	3 Years after leaving
<b>NI Number</b>	To uniquely identify the employee for government communication purposes	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Finance Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 Years after leaving
<b>DOB</b>	To know your age for NMW purposes, redundancy calculations purposes, HGV licence or other age -related qualification purposes, WTD rest break requirements and pension related purposes	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 Years after leaving
<b>Details of next of kin</b>	To make contact in emergencies	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Consent or Vital interest	Upon leaving



## Discipline and Grievance

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Disciplinary warnings issued</b>	To record any disciplinary / capability warnings issued and a summary of future behaviour expectations	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Disciplinary manager</li> </ul>	Stored in our local server access via encrypted online portal	Legal	6 months after expiry of warning
<b>Disciplinary investigations</b>	To make a record of any investigations that have been carried out in relation to this person	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Investigation officer</li> </ul>	Stored in our local server access via encrypted online portal	Legal	12 months after completion of investigation
<b>Grievances raised</b>	To make a record of any grievances or grievance investigations that have been carried out in relation to this person (or raised by this person and a record of any agreed outcomes	<ul style="list-style-type: none"> <li>• HR</li> <li>• Line manager</li> <li>• Grievance manager</li> </ul>	Stored in our local server access via encrypted online portal	Legal	12 months after completion of investigation

## Health and Wellbeing

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Absence data</b>	To record number of days absence to allow for absence policy monitoring/trigger points to be complied with	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	12 months after the end of the absence reference period used for examination of trigger points and adherence to absence policy
<b>Medical reports</b>	To enable the Company to fully understand a medical condition and to know what adjustments might be made in the workplace	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Contractor PA</li> <li>• 3<sup>rd</sup> Party benefit provider</li> </ul>	Stored in our local server access via encrypted online portal	Legal	12 months after receipt of report
<b>GP fit notes</b> <b>Self-certificates</b>	To record the reasons for absence and to allow SSP and/or Co sick pay to be paid under the sick pay policy	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	12 months after the end of the absence reference period used for examination of trigger points and adherence to absence policy

## Information Sent to Third Parties

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
<b>Pensions</b>	To enable participation in the pension scheme	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Finance Manager</li> <li>• Contractor PA</li> <li>• 3<sup>rd</sup> Party benefit provider</li> </ul>	<p>Stored in our local server access via encrypted online portal</p> <p>3rd party benefit provider to store either in lockable filing cabinets or password protected server storage data</p>	Legal or Consent	12 months after the data was provided to the 3rd Party provider
<b>Childcare Vouchers if applicable</b>	To enable participation in the childcare voucher scheme	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Line Manager</li> <li>• Contractor PA</li> <li>• 3<sup>rd</sup> Party benefit provider</li> </ul>	<p>Stored in our local server access via encrypted online portal</p> <p>3rd party benefit provider to store either in lockable filing cabinets or password protected server storage data</p>	Legal	12 months after the data was provided to the 3rd Party provider
<b>Cycle to work if applicable</b>	To enable participation in the cycle to work scheme	<ul style="list-style-type: none"> <li>• HR</li> <li>• Data processor – Payroll Department</li> <li>• Finance Manager</li> <li>• Contractor PA</li> <li>• 3<sup>rd</sup> Party benefit provider</li> </ul>	<p>Stored in our local server access via encrypted online portal</p> <p>3rd party benefit provider to store either in lockable filing cabinets or password protected server storage data</p>	Legal	12 months after the scheme has competed and the bike is transferred to the employee

## Future References

Data Type	Why is it collected	Who can access	Security	GDPR reason	Retention limit
Copy of references sent to prospective employers	To maintain a record of what has been sent in response to a reference request to ensure compliance with false representation legislation	<ul style="list-style-type: none"> <li>HR</li> <li>Line Manager</li> <li>Contractor PA</li> </ul>	Stored in our local server access via encrypted online portal	Legal	3 Years after leaving

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