

Staff Records Retention Schedule

The University is required to gather and store a significant volume and range of data in relation to staff and prospective staff. This schedule sets out the principles for the retention and disposal of personal information used by Human Resources and other departments that require to make use of that data in the course of undertaking their work. It applies to records held in all formats.

The schedule provides a framework to ensure that records held in relation to vacancy applicants and staff are retained only for as long as they are needed, to enable the University to undertake its work and to fulfil its obligations. In so doing, the University must ensure that it complies with applicable Data Protection legislation.

The summary list below covers the types of records that are processed by the University and serves as a framework to advise processors of personal data on how long a particular record type should be retained.

Where 'legal obligation' forms the lawful basis for processing the data, staff records will be kept only for as long as is necessary to fulfil and discharge the contractual obligations established between the institution and the individual. This is the basis for the majority of processing of staff data. Further information is available from the University's [Privacy Notices](#).

Definitions:

T = Termination of relationship with University; E = Event; D Con. = Destroy confidentially; + 1' = plus 1 year; + 6m' = plus 6 months

Staff		
Record Group	Retention period	Action
<p>Human Resources Personal file:</p> <ul style="list-style-type: none"> Recruitment and selection records/papers: application forms and supporting documentation; shortlisting and interview records; employer/ educational/ personal references; Protecting Vulnerable Groups reference number (where applicable), plus any subsequent correspondence (PVG applications themselves are made directly by individuals and not shared with the University); evidence of right to work in the UK; copies of relevant qualifications; Contract Management: Employee/ Worker contracts, extensions and related records. Probation outcomes: successful completion forms; extension letters; copies of related correspondence. Promotion outcomes: Senior Academic Review and Development; Academic Professional Appointments Panel; Contribution pay. Casework outcomes: Disciplinary; Grievance; Dignity and Respect. Maternity/ Paternity/ Parental Leave: records and documentation. Welfare: Occupational Health referrals and related documentation. 	T+6 years.	D Con.
<p>Protecting Vulnerable Groups (where applicable): documentation is retained separately from personal files, for up to 6 months in accordance with the University's PVG policy. Outcome reference numbers are logged upon receipt, in case of future communication from Disclosure Scotland.</p>	Up to E+6 months.	D Con.
<p>Annual and Special Leave (<i>excluding</i> maternity; paternity, parental): departmental system-based and hardcopy records and documentation.</p>	T + 6 years before destruction.	D Con.

<p><u>Learning and Development:</u></p> <ul style="list-style-type: none"> • Organisational and Staff Development: induction records. • Organisational and Staff Development: records relating to Learning and Development; Mentoring; Modern Apprenticeships. • Accountability and Development: Accountability & Development Review (ADR). 	<p>E+1 year before destruction.</p> <p>T+6 years before destruction.</p> <p>E+6 years before destruction.</p>	<p>D Con.</p>
<p><u>Employee Lifecycle Self-service:</u></p> <ul style="list-style-type: none"> • Maintain Staff Profile: (via Pegasus; including any images uploaded). • Values Survey/ Staff Survey outcomes: personally-identifiable information volunteered. • Exit Survey: question responses and any identifiable information volunteered (non-mandatory). 	<p>T+0 (published profile removed at T).</p> <p>E+6 before destruction.</p> <p>E+6 years before destruction.</p>	<p>D Con.</p>
<p>Management Information: core HR Management Information reports; Probationers reports; Tier 2/ Tier 5 reports and communications; Fixed-term Contract Ends reports.</p>	<p>E+1 year before destruction (E indicates date of issue).</p>	<p>D Con.</p>
<p>External correspondents</p>		
<p>Record Group</p>		
<p><u>Incoming correspondence:</u></p> <ul style="list-style-type: none"> • Enquiries and complaints that identify individuals. • Unsolicited job applications. 	<p>Variable dependent upon category of correspondence; rules within this document apply once categorised.</p> <p>N/A – discarded upon receipt.</p>	<p>D Con.</p>
<p>Recruitment - prospective vacancy applicants and their referees</p>		
<p>Record Group</p>		
<p><u>Applicant Tracking System user accounts:</u></p> <ul style="list-style-type: none"> • Successful, unsuccessful and registered-not-submitted candidates: vacancy applications; uploaded supporting documentation; Equal Opportunities Monitoring Data. • Referees: basic personal/ contact information. 	<p>E+18 months before anonymisation (following account inactivity).</p> <p>E+18 months before anonymisation (following account inactivity).</p>	<p>Anonymise (D Con. for supporting documents).</p> <p>Anonymise.</p>

<p>Unsuccessful candidates' recruitment and selection records/ papers.</p>	<p>E+1 year before destruction (E indicates end of selection process).</p> <p>Resident Labour Market Test may mean legal requirement to retain specific records for an extended period.</p>	<p>D Con.</p>
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