

Tex Holdings plc - Data Retention Schedule (from April 2018)

Area	Data Item	Retention Period	Retention purpose	Deletion Method
Recruitment	Job Advert	6 months post advertising (retain copy on successful candidate file for duration + 7 years for successful candidate)	Protection against possible claim	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Recruitment	Candidate application (CV/letter/app form/contact details/ID/medical details)	6 months post application for u/s candidates Duration of employment + 7 years for successful candidate	Protection against possible claim	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Recruitment	Interview notes	6 months post application for u/s candidates Duration of employment + 7 years for successful candidate	Protection against possible claim	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Recruitment	Rejection/Offer letters	6 months post application for u/s candidates Duration of employment + 7 years for successful candidate	Protection against possible claim/ Legitimate business reasons	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Employee	Appraisal documentation	Retain until next appraisal or until any agreed timescale has been fulfilled	Legitimate business reasons	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Employee	Employee records/Contract of employment	Duration of employment + 7 years	Contractual purposes	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Business	Corporate insurance	7 years	Legitimate business interests & contractual with insurance company	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Business	EL & PL Corporate insurance	Indefinitely	Legitimate business interests & contractual with insurance company & possible claim	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding
Business	Emails	Depends on subject matter – could be indefinitely	Legitimate business reasons	Paper: Confidential disposal/shredding Electronic: Deletion & electronic shredding