

Stafford Showground Limited

Employment Records Retention and Erasure Policy

Overview

The purpose of this policy is to ensure that Stafford Showground Limited retains, stores and disposes of data in accordance with legal, regulatory and operational requirements. Failure to comply with this policy may expose the organisation to legal, financial and reputational risk.

The guidelines are intended to ensure that Stafford Showground Limited processes personal data in the form of employment records in accordance with the personal data protection principles, in particular that:

- Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.
- Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. When personal data is no longer needed for specified purposes, it is deleted or anonymised as provided by these guidelines.
- Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.
- Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.
- Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

The Data Protection Officer (DPO) is responsible for overseeing these guidelines. Any questions about the operation of the guidelines should be submitted to the DPO

Scope

This policy applies to all data held or processed by Stafford Showground Limited, including both electronic and physical records. This includes personal data and non-personal data, and data held by third parties on behalf of the organisation

Location of Employment Records

The Company holds employment records and can be contacted with any enquiries relating to your personal data.

Responsibilities

All employees are responsible for complying with this policy.

Senior management are responsible for ensuring appropriate retention practices are implemented. The Data Protection Lead is responsible for overseeing compliance with this policy and relevant data protection legislation.

Keeping Information Up-to-Date

The Company needs to ensure that your personal details are up to date and accurate.

When you first start working for Stafford Showground Limited we record your name address next of kin and contact telephone detail. In the event that any of these change you should inform The Company. You will be invited to review and update personal information on a regular basis.

These provisions are intended to complement the data subject rights referred to in the Privacy Notice.

General Principles on Retention and Erasure

The Company's approach to retaining employment records is to ensure that it complies with the data protection principles referred to in these guidelines and, in particular, to ensure that:

- Employment records are regularly reviewed to ensure that they remain adequate, relevant and limited to what is necessary to facilitate you working for The Company.
- Employment records are kept secure and are protected against unauthorised or unlawful processing and against accidental loss, destruction or damage. Where appropriate The Company uses anonymisation to prevent identification of individuals.
- When records are destroyed, whether held as paper records or in electronic format, The Company will ensure that they are safely and permanently erased.

Storage, Back-up and Disposal of Data

Data must be stored securely and in a manner that protects it from unauthorised access or loss.

Appropriate back-up processes must be in place for critical data.

When data reaches the end of its retention period, it must be securely destroyed. Confidential information should be shredded or permanently deleted.

In certain circumstances, such as ongoing or anticipated legal proceedings, data may need to be retained beyond standard retention periods. In such cases, routine data deletion processes may be suspended.

Special Circumstances

In certain circumstances, such as ongoing or anticipated legal proceedings, data may need to be retained beyond standard retention periods.

In such cases, routine data deletion processes may be suspended.

Breach Reporting

Any actual or suspected breach of this policy must be reported immediately to the Data Protection Lead.

No employee will be subject to disciplinary action or retaliation for reporting concerns in good faith.

Retention and Erasure of Recruitment Documents

The Company retains personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

The Company's Applicant Privacy Notice advises candidates how long it expects to keep their personal information for, once a recruitment decision has been communicated to them. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by The Company.

Information relating to successful candidates will be transferred to their employment record with The Company. This will be limited to that information necessary for the working relationship and, where applicable, that required by law.

Following a recruitment exercise information, in both paper and electronic form, will be held. Destruction of that information will take place in accordance with these guidelines.

Retention and Erasure of Employment Records

The Company has regard to the recommended retention periods for particular employment records set out in legislation, referred to in the table below. However, it also has regard to legal risk and may keep records for up to seven years (and in some instances longer) after your employment or work with us has ended.

Type of Employment Record	Retention Period
Recruitment records These may include: Completed online application forms or CVs. Equal and diversity monitoring forms. Assessment exercises or tests. Notes from interviews and short-listing exercises. 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.) Disclosure and Barring Service checks. (These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.)	Six-twelve months after notifying candidates of the outcome of the recruitment exercise.
Immigration checks	Three years after the termination of employment.
Contracts	
These may include: Written particulars of employment. Contracts of employment or other contracts. Documented changes to terms and conditions.	While employment continues and for six years after the contract ends.
Collective Agreements	
Collective workforce agreements and past	Any copy of a relevant collective agreement

agreements that could affect present employees.	retained on an employee's record will remain while employment continues and for seven years after employment ends.
Payroll and Wage Records	
Payroll records Details on overtime. Bonuses. Expenses. Benefits in kind.	These must be kept for at least six years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
Current bank details	Bank details will be deleted as soon after the end of employment as possible once final payments have been made
PAYE records	These must be kept for at least six years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
[Payroll and wage records for companies]	[These must be kept for six years from the financial year-end in which payments were made. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.]
[Payroll and wage records for unincorporated businesses]	[These must be kept for five years after 31 January following the year of assessment. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.]
Records in relation to hours worked and payments made to workers	These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.
Travel and subsistence.	While employment continues and for seven years after employment ends.
Record of advances for season tickets and loans to employees	While employment continues and for seven years after employment ends.
Personnel Records	
These include: Qualifications/references. Consents for the processing of special categories of personal data. Annual leave records. Annual assessment reports. Disciplinary procedures. Grievance procedures.	While employment continues and for seven years after employment ends.

Death benefit nomination and revocation forms. Resignation, termination and retirement.	
Records in Connection with Working Time	
Working time opt-out	Three years from the date on which they were entered into.
Records to show compliance, including: Time sheets for opted-out workers. Health assessment records for night workers.	Three years after the relevant period.
Maternity Records	
These include: Maternity payments. Dates of maternity leave. Period without maternity payment. Maternity certificates showing the expected week of confinement.	Four years after the end of the tax year in which the maternity pay period ends.
Accident Records	
These are created regarding any reportable accident, death or injury in connection with work.	For at least four years from the date the report was made.

Monitoring and Review

The Company will regularly review compliance with this policy and may carry out audits to ensure it is being followed.

Related Policies

This policy should be read alongside the Employee Privacy Notice and other relevant data protection policies.

This document was last updated April 2026.