

Data Retention Policy Salix Finance Limited

Appendix 1

This table contains maximum or minimum retention periods for the personal data held Salix.

Salix sets retention periods based on its operational objectives and taking account of data protection principles. Records are retained only for as long as there is a business need for doing so or as required by law.

Employee Data

Department	Data type/lawful basis of processing.	Description of the data	Retention period
HR			
successful candidates	Employee contact details	Name, address, telephone number and email address	7 years post-employment
	Employment contract	Terms and conditions	7 years post-employment
	Financial Information	Bank account details	7 years post-employment
	Financial information	salary and pay records	7 years post-employment
	Financial information	National Insurance numbers,	
	Recruitment	Applications of successful candidates - including CV's, qualifications, cover letters, supporting documents, tests, interview notes. Including references	7 years post-employment
	Health information	Medical, health and sickness records, resignations on health grounds, absences for parenting reasons	7 years post-employment
	Vetting Records - Criminal convictions and offences	CRB checks, criminal record disclosures	7 years post-employment
	Vetting Records - immigration	Right to work documents	7 years post-employment
	Pay	Wages and salary records	7 years post-employment

	Pay - Maternity	Statutory Maternity Payments	7 years post-employment
	Employment records	Job titles, work history, working hours, training records, leave records and professional memberships	7 years post-employment
	Performance information	Performance reviews, disciplinary records, grievances	7 years post-employment
	Appraisals	Appraisal records and information	7 years post-employment
	Expenses	All staff expense claims and refunds	7 years post-employment
	Contact information	Marital status	
	Pension details	Pension records, deductions, employer contributions, entitlements and related information	7 years post-employment
	Death benefit notifications	Nominated person(s) - names and contact details	7 years post-employment
	Next of Kin	next of kin	7 years post-employment
	Tax	Employee tax and national insurance contributions	7 years post-employment
	Ethnicity	Equality monitoring data	7 years post-employment
	Disability	Equality monitoring data	7 years post-employment
	Photographs	Photographs collected for security, identification, building access and for marketing purposes	7 years post-employment
HR - unsuccessful candidates	Recruitment	Applications of unsuccessful candidates - including contact details, ethnicity, CV's, cover letters, supporting documents, tests, interview notes.	6 months post final communication with the candidate

Funding Schemes Data

Department	Data type/lawful basis of Processing. See website privacy policy (link)	Description	Retention period
Management			
	Funding applications	Application details and supporting documentation	10 years post project completion. Salix has obligations to ensure scheme data is retained in line with legal and regulatory requirements.
	Account details	Banks, numbers and sort codes	As above
	Eligibility	Project assessments	As above
	Counter fraud	Enquiries to specific individuals or third parties	As above
	Application decisions	Grant criteria, offer letters, terms and conditions	As above

	Site visits	Visit assessments, notes and reports	As above
	Reports	Project performance reports	As above
	Repayments	payment schedules, histories	As above
	Correspondence	Correspondence (letters, emails, phone conversations or otherwise) in connection with funding applications	As above
	Appeals	Internal investigations and outcomes	As above
	Feedback and Research	Client feedback forms, employee feedback and reports	As above