

RETENTION SCHEDULE

In the course of its activities Weslo Housing Management (WHM) & Weslo Property Management (WPM) gathers, stores and processes personal information about its tenants and other individuals. Article 5 of the General Data Protection Regulations requires companies to meet certain obligations when processing personal information to prevent that information being improperly used or distributed.

Article 5 of the GDPR requires that personal data shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

The retention policy timescales for WHM & WPM are attached.

CATEGORY	RETENTION	COMMENTS
HUMAN RESOURCES		
Senior Executives' records	Permanently	
Personnel Files and training records [including application forms, references, contracts of employment, appraisals, disciplinary records and working time agreements]	6 years	From end of employment, to cover time limit for any civil action
Sickness records, calculations, certificates, reports.	6 years	From end of employment, to cover time limit for any civil action
Maternity/Paternity benefits	3 years	From end of tax year in which the maternity period ends
Parental Leave	18 years	From the birth of the child
Redundancy Information	6 years from redundancy date	from redundancy date
UK right to work documents	2 years	After employment ceases
Disclosure Scotland Checks	6 months	Details of conviction destroyed upon receipt
Unsuccessful Application Forms and interview notes	12 months	From date of interviews allow doe claims through employment tribunals
Time Records	2 years after audit	
FINANCE		
Bank Statements & Instructions	7 Years	
Loan Agreements	7 Years	
Agreements	7 Years	
Main Cash Book	7 Years	
Daily Cash Sheets	7 Years	
Cash Records (including petty cash records & cash receipts)	7 Years	
Bank Reconciliation	7 Years	
Expenses claims	7 Years	
Tax returns and records	7 Years	
Documents relating to successful tenders	7 Years	

Documents relating to unsuccessful tenders	1 Year after notification	
Trial balances	7 Years	
VAT Records & correspondence	7 Years	
Orders & Delivery Notes	7 Years	
Certificate of Employers Liability Insurance	7 Years	
Annual Insurance Schedules	7 Years	
Claims & related correspondence	7 Years	
Current and former policies	7 Years	
Trial balance working papers	7 Years	
Report & Financial Statements – Signed Copy	7 Years	
Annual accounts working	7 Years	
Balance Sheets & Supporting Documents	7 Years	
Employee (P45) (P48) (P6) (P60)	9 Years	
Payroll, PAYE returns, Tax information	9 Years	
Pension & NI Contributions	9 Years	
Overtime Claims	7 Years	
Invoices & Credit Cards for Purchase, Receipts	7 Years	
ESTATES		
Applications for housing and transfer to alternative accommodation.	Duration of application + 1 year. Successful applications would move to individual tenant files. Unsuccessful applications 1 year from decision/close of case.	Best Practice (National Housing Federation) WLC
Scottish Secure Tenancy Agreements	Duration of tenancy and 5 years following termination	Business Requirement (WLC)
Tenant File Correspondence re tenancy; tenancy files; application forms and supporting material; application of transfer of	Duration of tenancy and 5 years following termination	

tenancy and supporting papers.		
Rent arrears, Notice of Proceedings, Court Actions, Decrees and Evictions.	Duration of activity and 6 years from last action.	Business Requirement (WLC)
Housing Benefit and Universal Credit Notifications.	2 years. Cases resulting in rent arrears would move to the rent arrears files.	Business Requirement as may be required as part of a proof hearing.
Rent Statements	2 years.	
Unauthorised Occupants	Duration of activity and 5 years from last action.	Business Requirement (WLC)
Documentation, correspondence and information provided by other agencies relating to the needs of the current tenant.	While tenancy continues. Destroyed at end of tenancy.	Documents could be returned to external agency or destroyed.
Records relating to offenders, ex-offenders and persons subject to cautions.	While tenancy continues. Destroyed at end of tenancy if not relating to Anti-Social Behaviour. Where action taken on Anti-Social Behaviour 5 years after close of investigation or 10 years in cases with Court Actions.	Documents could be returned to external agency or destroyed.
Anti-Social Behaviour investigation Files	5 years after close of investigation.	
Former tenants', Tenancy Agreements and details of their leaving.	6 Years	Best Practice (National Housing Federation)
Governance		
Board Members Details	Permanent Retention	
Board Meeting Documentation	Permanent Retention	
Corporate Publication	Permanent Retention	
Registration documentation	Permanent Retention	
Charter (ARC) & Working Papers	5 Years	
Accident books, records and reports of accidents	3 years	
Photographs	5 Years	