

Retention Periods for Data under GDPR

There are times when we will need to keep certain information to abide by statutory or regulatory rules under GDPR even if a person has withdrawn their consent or has asked to be erased. The retention periods are listed below. If you have any questions or if you are unsure about any of these please contact data@coyles.co.uk.

- **Right to work** – this needs to be kept for 2 years from the end of your last engagement or employment.
 - This is to provide evidence that right to work checks were carried out. This is under The Immigration (Restrictions of Employment) Order 2007.
- **Parental/adoption/maternity/paternity** – this needs to be kept for 3 years from the end of the relevant year.
 - These need to be kept under the Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended
- **Payroll/tax records** – these need to be kept for 6 years from the end of each tax year.
 - This is to be kept under the Income Tax (Employment and Pensions) Act 2003.
- **VAT records** – these need to be kept for 6 years from the end of each tax year.
 - These need to be kept for the purposes of keeping VAT records for any VAT registered limited company contractors.
- **Accident records** – these need to be kept for 3 years from the end of the relevant year.
 - These need to be kept under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Limitation Act 1980.
- **Wage and salary records (including bonuses)** – these need to be kept for 6 years from the end of the relevant period.
 - These need to be kept under the Taxes Management Act 1970.
- **Working Time records** – these need to be kept for 2 years from the end of the relevant year.
 - These need to be kept under the Working Time Regulations 1998 (SI 1998/1833)