

Human Resources Data Retention Schedule

| MODE OF STORAGE | RETENTION PERIOD OF ALL DATA | ACTION AT END OF RETENTION PERIOD NON-PERSONAL DATA TO BE KEPT |
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| Stonefish (e- Recruitment System) – internal and external applicants | + 6 months from point of 'finishing job' on Stonefish OR + 7 years from from point of 'finishing job' on Stonefish for Senior Leadership roles resourced by our in-house Search team. | All data and attachments to be removed from Stonefish with the exception of: - All data on the 'job admin' section - Equality of Opportunity section - Recruitment Source section - Data reporting: non identifying data may be retained to allow the University to undertake trend analysis |
| Stonefish (e- Recruitment System) – hourly paid workers | For duration of engagement + 7 Years | |
| Invenias (CRM for Executive Search) | Last interaction + 7 years | |
| iTrent (HR & Payroll System) | For duration of employment + 7 Years (with the exception of COSHH and asbestos health surveillance and exposure records) | Anonymised sickness records will remain. All other data will be removed. |
| NESA (Non-Employment Status) Web App | For duration of engagement as 'Worker (Post-NESA assessment)' + 7 Years | No data will remain. |
| Tier 4 Booking System | For duration of engagement + 7 Years | Anonymised data may be retained to allow the University to undertake trend analysis. All remaining data will be anonymised so that it can no longer be traced back to an individual. |
| WAMS (Bath Workload Allocation Management System) | For duration of employment + 12 months for TRAC audit purposes | Anonymised data may be retained to allow the University to undertake trend analysis. All remaining data will be anonymised so that it can no longer be traced back to an individual. |
| Paper and Electronic Files | For duration of employment + 7 years (with the exception of asbestos health surveillance and exposure records). The file is retained in HR for 12 months, then sent internally to University Archiving for storage and ultimate disposal. | No data will remain. |
| University Shared Drives | All employee reports will be redacted after 7 years. For example a report run in May 2018 showing personal data will be redacted in May 2024. | Anonymised data may be retained to allow the University to undertake trend analysis. All remaining data will be anonymised so that it can no longer be traced back to an individual. |