

## 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
Stonefish (e- Recruitment System) – internal and external applicants	+ 6 months from point of 'finishing job' on Stonefish OR + 7 years 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.