

CPSS Information Retention Policy On behalf of Surrey and Sussex LPC's

We keep accurate, proportionate records to:

- Provide a high-quality service to community pharmacy contractors.
- Provide feedback to community pharmacy contractors.
- Ensure good support to community pharmacy contractors and the NHS system.
- Comply with all employment and organisation legal requirements.
- Publicise our activities.
- Comply with quality assurance systems.

All records are made and held in accordance with the principles of the General Data Protection Regulations (GDPR) and Data Protection Act (DPA) 2018. CPSS and the individual LPC's are responsible for ensuring that our activities, are covered by our registration with the Information Commissioner's Office.

We keep records for the periods specified below.

If there is no longer a valid reason to keep personal data (and the data is outside of the minimum retention period) there are methods for destruction we can use. There are three common types of items that may require destruction by either us or our third-party disposal contractor. The three types are:

- **Paperwork:** For paper records this will require a cross-shredder or confidential waste disposal contractor.
- **Digital data:** For electronic files, any archive or recycle bin must also be deleted to make documents irrecoverable.
- **Electronic Hardware:** The IT contracted supplier will dispose of unused equipment.

Retention schedule

HR Records	
Application forms and interview notes	For successful candidates' duration of employment, destroy 7 years after employment ends. For unsuccessful candidates retain for 1 year.
Annual leave records	2 full employment years.
Disciplinary records	7 years after employment has ended.
Personal Records	7 years after employment has ended.
Records relating to an injury or accident at work	4 years – If exposure to hazardous chemicals COSHH then 40 years.
Redundancy details, calculation of payments and refunds	7 years from the date of redundancy.
References received	Duration of employment, destroy 7 years after employment ends.
References given/information to enable a reference to be provided	3 years from the date reference is given.
Sickness records	7 years after employment has ended.
Statutory maternity pay records, calculations and certificates	3 years from after the maternity period ends.

Unpaid leave/special leave records	3 years from the date of the request unless disputed.
Records e.g. enquiries, complaints, notes	
Contractor and stakeholder enquiries, complaints and notes	6 years.
Financial records	
Accounting Records	6 years after the end of the filing year.
Income tax and NI returns, income tax records and correspondence with HMRC	6 years after the end of the filing year.
Payroll records (also overtime, bonuses, expenses)	7 years after the Tax year filing data.
Corporate	
Employers' liability certificate	Indefinitely.
Insurance policies	Copies to be retained for 10 years.
Committee Meeting Minutes	Minimum of 10 years.
Committee Member Records: • appointment, nomination or election records; • term dates and role held; • declarations of interests; • correspondence about their membership; and • training or induction records.	6 years after the member leaves the committee.
Others	
Accident Books	Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21).
Health and safety policy documents	5 years.
Assessment of risks under health and safety legislation	5 years.

Reviewed: 25th August 2026
Next Review date: March 2027