

Item	Retention period
Names	3 Years from date file is closed
Addresses	3 Years from date file is closed
Phone numbers	3 Years from date file is closed
Email addresses	3 Years from date file is closed
Date of birth	3 Years from date file is closed
Vehicle registrations	3 Years from date file is closed
Vehicle Identification Number (VIN)	3 Years from date file is closed
All driving licence numbers	3 Years from date file is closed
All driving licence points & convictions	3 Years from date file is closed
Other details about the driving licence	3 Years from date file is closed
Accident location	3 Years from date file is closed
Driver disabilities	3 Years from date file is closed

Item	Retention period
Payroll details (Payroll no. would be sufficient)	6 years plus current
Payroll journal	6 years plus current
Invoicing (client name, client address, client vehicle registration number)	6 years plus current

<b>HR</b>	<b>Leaver employee personnel files and information</b>	<b>HAS Retention (Years)</b>
<b>1</b>	Contract of labour	<b>1</b>
<b>2</b>	Death benefit nomination form	<b>1</b>
<b>3</b>	New hire form	<b>1</b>
<b>4</b>	Leaving form	<b>1</b>
<b>5</b>	Privacy matters form	<b>1</b>
<b>6</b>	Security and confidentiality statement	<b>1</b>
<b>7</b>	Capability/disciplinary related notes	<b>1</b>
<b>8</b>	Return to work meeting forms	<b>1</b>
<b>9</b>	Change of address	<b>1</b>
<b>10</b>	Sick certifications	<b>1</b>
<b>11</b>	Carer Leave	<b>1</b>
<b>12</b>	Maternity leave form	<b>1</b>
<b>13</b>	Leave of absence form	<b>1</b>
<b>14</b>	Salary Information	<b>1</b>
<b>15</b>	Employment permits	<b>1</b>
<b>Payroll</b>	<b>All related data to payroll</b>	
<b>16</b>	Payslips	<b>N/A</b>
<b>17</b>	Tax certificates	<b>N/A</b>
<b>18</b>	Attendance form	<b>N/A</b>
<b>19</b>	Pension Forms	<b>N/A</b>
<b>Recruitment</b>	<b>All related data to recruitment</b>	
<b>20</b>	Applications / CV / No assessment or interview	<b>1</b>
<b>21</b>	Interview notes including CV	<b>1</b>
<b>22</b>	Assessment	<b>1</b>
<b>23</b>	Current / Past Employee CV / Assessment details	<b>1</b>
<b>Health &amp; Safety</b>	<b>All related data to health &amp; safety</b>	
<b>37</b>	Accidents at work	<b>7</b>