

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

meeting date: 17 JANUARY 2024
title: HR DATA RETENTION POLICY
submitted by: JANE PEARSON - DEPUTY CHIEF EXECUTIVE & DIRECTOR OF
REOURCES
principal author: DAWN EVANS-STOREY – HEAD OF HUMAN RESOURCES

1 PURPOSE

1.1 To update members on the project of HR Data Retention Policy approved by committee on 18 January 2023.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – To be a well-managed Council
- Corporate Priorities – To continue to be a responsive Council, meeting the needs of the people who work in the borough
- Other Considerations – To comply with the Data Protection Act 2018 and current provisions of the EU General Data Protection Regulations (GDPR)

2 BACKGROUND

2.1 Due to the tightening of the Data Protection Act 2018 and General Data Protection Regulations (GDPR) a need to review how we held, record and store our personal files was identified. The council had not been through the process of cleansing files before and held approximately 3,000 files with an estimated 300,000 documents. Due to the size of the task The Committee approved the 6-month temporary appointment of a HR Data Cleansing Assistant at a total cost of £13,135 (this includes salary, pension and National Insurance Contributions). A HR data retention policy was also created and approved.

3 PROGRESS

3.1 All current employees now have digital personnel files that are categorised, dated and can be re-cleansed in line with timeframes within the HR Data Retention Policy as needed.

3.2 Personnel files for previous employees who were employed by us up to six years ago have been weeded and stored digitally should they be required for any employment claims.

3.3 Files for previous employees over six years have been confidentially destroyed.

4 CONCLUSION

4.1 The project has been a great success and has now concluded. Files dating back to the 1970's have been cleansed. The initial estimated figure was around 3,000 files, however around 4,500 were identified.

DAWN EVANS-STOREY
HEAD OF HR

JANE PEARSON
DEPUTY CHIEF EXECUTIVE &
DIRECTOR OF RESUORCES

BACKGROUND PAPERS

Decision Item 606. Agenda Item 13 from 18 January 2023

For further information please ask for Dawn Evans-Storey, extension 4402