

PERSONAL DATA – RETENTION PERIODS

Bioinduction Limited and Finetech Medical Limited take the protection of your personal data seriously. Set out below are our companies guidelines as to how long it will retain data about you in order to administer its business and carry out its contractual obligations.

If you have any questions about these guidelines please contact Helene Viatge.

Information Area	Type of data	Retention Period
General HR Information	To administer the company's working relationship with you; this can include information relating to benefits	6 years after the company's working relationship with you has ended, unless the project was contracted under deed, in which case 12 years.
Recruitment Information	Applications and related information required to evaluate your application to work with the company	Up to 12 months after any application. If you are appointed the information will move onto your personnel file, with a further copy in our electronic filing system.
Family leave	All information relevant to family leave.	If related to maternity / parental leave, up to 3 years after the maternity / parental leave period. If relating to a dependent child, until that child is 18 years old.
Holidays	Holidays taken and payment.	A rolling 3 year period after the period of leave.
Sickness absence	Any related information	A rolling 3 year period after the sickness absence. If sickness has impacted on your ability to take holiday, this may also be dealt with under the holiday section above.
Absence under an income protection scheme	Applications to the scheme and administration	6 years after termination of employment
Absence relating to a work-related incident	All relevant information	3 years after the incident occurred.
Finance – accounts	Accounting records of transactions	3 years after transaction
Finance - pensions	Pension scheme information and contribution	6 years after relevant tax year
Finance - payroll	Payroll and linked details	6 years after relevant tax year
Finance –working time	Information on worked hours	3 years after relevant payment reference period
Finance - tax	Amounts paid and deductions made	6 years after relevant tax year

Performance Reviews	Annual performance reviews and related skills information	A rolling review of the information so that it is not kept for more than 6 years. If it is skills related then it may be kept (if relevant) until the termination of employment
Business Planning	Restructuring of organisation	6 years after termination of employment
Employment management	Investigations, disciplinaries and grievances	6 years after termination of employment
Termination of employment	Information concerning any termination of employment, including redundancy	6 years after termination of employment