

Data retention periods

The table below sets out retention periods for personal data held and processed by me, as a letting agent. It is intended to be used as a guide only. I recognise that not all personal data can be processed and retained for the same duration, and retention will depend on the individual circumstances relative to the data subject whose personal data is stored.

Type of record	Suggested retention time	Reason
Employment		
Recruitment Files	One year	To defend any accusations of discrimination
Personnel Files (including Training)	6 years after employment ceases but note that it may be unreasonable to refer to expired warnings after two years have elapsed.	To defend any actions
Payroll Records	6 years from the end of the tax year to which they relate.	Taxes Management Act 1970
Records relating to working time	Two years from the date they were made	The Working Time Regulations 1998 (SI 1998/1833).
Accident books and records and reports of accidents	Three years after the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21).	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980.
For other documents check here https://www.cipd.co.uk/knowledge/fundamentals/people/hr/keeping-records-factsheet#ref		

Tenant/Landlord Files		
Applicants for properties	Five years	To defend any accusations of discrimination
Housing Benefit notifications	Duration of tenancy	For reference
Tenancy files	Duration of tenancy	For reference
Former tenants' files (key information)	Five years after lease termination	In case of legal action
Financial records/invoices	6 years from the end of the tax year to which they relate.	Taxes Management Act 1970
Tenancy agreement	Ten years	In case of legal action or historic utility/council tax disputes
Correspondence about a landlord's or tenant's complaint	Five years	To defend any FTT actions – Letting Agent Code of Practice
Council Tax records	Ten years	To provide documentation in case of any issues
Utilities	Five years	To provide documentation in case of any issues
Anti-social behaviour case files	Five years/end of legal action	In case of legal action

Property Safety		
Gas Safety Record	Two years	<p>Gas Safety (Installation and Use) Regulations 1998 as amended by the Gas Safety (Installation and Use) (Amendment) Regulations 2018</p> <p>If you have benefited from the new regulations allowing flexibility in timing of gas safety checks, records must be kept until two further gas safety checks have been carried out.</p>
EICR	Six years	Scottish Government Guidance on Electrical Installations and Appliances in Private Rented Property