

FI Retention Period (September 2026)

Type of Record	Minimum Retention Period	Reason for length of period
Employee personnel files	6 years	To defend against potential legal or employment claims
Unsuccessful job applications	6 months	Covers standard discrimination claim windows unless you get the candidate's permission to keep it longer
Financial and tax records	7 years after employment ceases	We keep for 6 years (plus the current accounting year) as required by HMRC.
Customer account records	6 years	6 years from the end of the customer relationship or contract, aligning with standard contract liability limits
Marketing data	Reviewed every 6 years	Only while the individual's consent remains active; delete it immediately if they opt out or withdraw consent
Volunteer records	6 years after they stop volunteering	This protects the charity against potential civil legal claims.
Whistle-blowing – reports and documents	6 months following the outcome of the report or any remedial action taken	Recommended practice (Public Interest Disclosure Act, 1998)
Whistle-blowing documents linked to an entirely unsubstantiated claim	Remove immediately	Good practice
Records of Complaints	Review every 2 years	Good practice
Records of grievances in personal files	Last action of complaint +1 year	Good practice
Payroll and pension records	6 years	After the end of the tax year they relate to
Donor and Supporter details	6 Years from last donation/correspondence	This is a strict HMRC audit requirement (includes gift declarations and financial history)
Bank details of payees	Remove immediately when contract ceases, unless practical reasons for keeping records e.g. delayed payment	Good practice
Retirement Benefits Schemes – records of notifiable events	6 years from the end of the scheme year in which the event took place	Good practice
Emergency contact details	Until staff leaves	Good practice - But for student activities, delete immediately after the specific activity or student term ends
General Enquiries General email info inbox	1-2 years after full resolution	Good practice.