



RECORD RETENTION 24 FEBRUARY 2021

I CASE AND CLIENT CONTACT DETAILS

Record	Retention period
Case details	Indefinitely: retained for the purposes of future conflict checks
Client contact details held by Chambers or Barristers for marketing purposes	Indefinitely or until (i) the contact requests that their details be deleted, or (ii) Chambers or the Barrister (as applicable) becomes aware that the contact has ceased to be a potential client

2 CASE RELATED PAPERS

Record	Retention period
Case papers: hard copy	All hard copy case papers will be returned to instructing solicitors, or securely shredded at their request, as soon as reasonably practicable following the conclusion of the case (or, if earlier, the conclusion of the Barrister's involvement in the matter)
Case papers: electronic	18 years after the document was created

3 PUPILLAGE/MINI-PUPILLAGE RELATED RECORDS

Record	Retention period
Pupillage, mini-pupillage and mentoring application papers and records	<p>(1) Five years after the end of the calendar year in which, if unsuccessful, the application was made, or if successful, the pupillage, mini-pupillage or mentoring ended (subject to (3) below)</p> <p>(2) Where a candidate undertaking a mini-pupillage subsequently applies successfully for pupillage, the records relating to the mini-pupillage will be subject to the same retention period as the pupillage application</p> <p>(3) For candidates ultimately awarded tenancy, such papers will form part of the Barrister related records and held until two years after the Barrister leaves Chambers (see below), save for retention of details of the names of all persons who completed pupillage at Fountain Court Chambers and in which years (which will be retained indefinitely)</p>

4 BARRISTER RELATED RECORDS

Record	Retention period
Records for the purposes of tax and VAT returns; income tax and VAT returns, income tax records and correspondence with HMRC	Five years after the 31 January submission deadline of the relevant tax year
Records relating to the management and operation of Barristers' individual practices	Two years after the Barrister leaves Chambers

Bank details for the purposes of payment of fee income and petty cash payments	Two years after the Barrister leaves Chambers (to allow for the continuing collection of aged debt)
Complaints raised (either by clients and/or BSB/Bar Council or by Barristers)	Seven years after the date of the complaint

5 EMPLOYMENT RECORDS

5.1 PERSONNEL RECORDS

Record	Retention period
Rejected job applicant papers and records	Provided that the applicant has not objected to their details being retained, six months after applicant is notified of rejection
Successful job applicant papers and records	Six years after employment ceases
Employment contracts, including: personnel and training records	Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases

Record	Retention period
<p>written particulars of employment</p> <p>changes to terms and conditions</p>	
Copies of identification documents (eg passports)	Two years after date of termination of employment
Identification documents of foreign nationals (including right to work)	Two years after date of termination of employment
Records concerning a temporary worker	Six years after employment ceases
<p>Employee performance records, including:</p> <p>probationary period reviews</p> <p>review meeting and assessment interviews</p> <p>appraisals and evaluations</p> <p>promotions and demotions</p>	Six years after employment ceases
Redundancy records	Six years from date of redundancy
Annual leave records	Six years after the end of each tax year

Record	Retention period
Parental leave records	Six years after the end of each tax year
Sickness records	Six years after the end of each tax year
Records of return to work meetings following sickness, maternity etc	Six years after the end of each tax year

5.2 PAYROLL AND SALARY RECORDS

Record	Retention period
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	Six years after the end of the tax year to which they relate
Pay As You Earn (PAYE) records, including: wage sheets deductions working sheets calculations of the PAYE income of employees and relevant payments	Three years after the end of the tax year to which they relate

Record	Retention period
Income tax and NI returns, income tax records and correspondence with HMRC	Three years after the end of the tax year to which they relate
Records demonstrating compliance with national minimum wage requirements	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	Four years after the end of tax year to which they relate
Employee income tax and national insurance returns and associated HMRC correspondence	Three years after the end of tax year to which they relate
Statutory sick pay (SSP) records	Three years after the end of the tax year to which they relate
Wage or salary records (including overtime, bonuses and expenses)	Six years after the end of the tax year to which they relate
Records relating to hours worked and payments made to workers	Three years after the end of the tax year to which they relate
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	Three years after the end of the tax year in which the period of statutory pay ends

6 EQUALITY AND DIVERSITY RECORDS

Record	Retention period
Equality and Diversity Data collected from Members, Pupils and Staff (Questionnaire) every 3 years	3 months following the date of collection, as per Diversity Data Policy
Notification and Consent form for Diversity Data provision	12 months after Diversity Data analysis exercise completed and published

7 CCTV RECORDS

Record	Retention period
Camera images collected by Chambers during the process of CCTV recording within the buildings, recorded for security and safety	6 months

8 HEALTH AND SAFETY RECORDS

Record	Retention period
Records of reportable injuries, diseases or dangerous occurrences reportable incidents	Three years after the date of the entry

Record	Retention period
<p>reportable diagnoses</p> <p>injury arising out of accident at work (including Fountain Court Chambers / FCC Operations Ltd / FC Operations Ltd accident book)</p>	
<p>Lists or register of employees who have been exposed to asbestos dust, including health records of each employee</p>	<p>40 years from the date of the last entry made in the record</p>
<p>Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under the Control of Substances Hazardous to Health Regulations 2002, SI 2002/2677 (COSHH))</p>	<p>Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record</p> <p>Otherwise, five years from the date of the last entry made in the record</p>
<p>Records of tests and examinations of control systems and protective equipment under COSHH</p>	<p>Five years from the date on which the record was made</p>
<p>Risk Assessments (DSE)</p>	<p>Previous version deleted on renewal of assessment</p>