

Retaining information

You should not retain information obtained in the model declaration forms or any other supplementary evidence the applicant may have provided any longer than strictly necessary. If you decide not to recruit the applicant, we recommend that information should be retained for a minimum of six months to allow for considerations and resolution of any disputes or complaints. If you appoint the individual, then it may be necessary for you to retain information for a longer period in order to meet any safeguarding or auditing requirements.

Having a local policy on the correct handling of sensitive personal data will be important to ensure the safe processing of information, in compliance with data protection, human rights and other employment law.

Information must be kept securely and separately from any personnel records with access strictly limited to those who are entitled to see it as part of their duties.

Once the retention period has elapsed, any such information should be destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, the secure handling of information, as outlined above, should continue to be followed.

Before destroying information, you should retain a record of the date of when the self-declaration was requested/received and the position for which it was obtained for. To ensure transparency and in case of any challenge about the recruitment

process, it will also be useful to keep an accurate log of information discussed with the applicant and the rationale for your decision.