

Version: 1.0

Last Updated: 18/06/2026

This privacy notice outlines what personal data St Andrews First Aid (the “**Charity**”, “**we**”, “**us**”) collects and processes about you: (i) during and after your working relationship with us and/ or (ii) while you are volunteering with us.

This privacy notice describes the categories of personal data that we collect, how we use your personal data, how we secure your personal data, when we may disclose your personal data to third parties, and when we may transfer your personal data outside the UK.

Please read through this privacy notice to understand how St Andrews First Aid uses and processes your personal data. If you have any concerns about our processing of your personal data or you have a general enquiry in relation to data protection, please contact our Data Protection Officer at dataprotectionofficer@standrewsfirstaid.org.uk.

1. Who We Are (Data Controller)

St Andrew’s Ambulance Association o/a **St Andrew’s First Aid**

Registered Charity in Scotland: SC006750

Address: St Andrew’s House, 48 Milton Street, Glasgow, G4 0HR

Data Protection Officer

dataprotectionofficer@standrewsfirstaid.org.uk | 0141 332 4031

St Andrew’s House, 48 Milton Street, Glasgow, G4 0HR

2. Our Processing

Personal Data: means any information relating to an identified or identifiable living person (‘data subject’); an identifiable living person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Special Category of Data: means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation and any other categories which may be designated as special categories of data by the Secretary of State from time to time.

When we use the term ‘personal data’ we mean both personal data and special category of data.

We collect and process different categories of personal data depending on how you interact with us. The table below sets out what personal data we process about you, where we get it from, why we use it, our legal basis and who we share it with. Otherwise, we will only share your personal data:

- where we are required to share your personal data in accordance with law e.g. to assist with Police investigations, other authorities or other regulatory requirements to which the Charity is subject;
- where we use third parties to undertake certain services on our behalf and they require to process personal data in order to do this. Where we do so, we will ensure that adequate arrangements are in place to protect

your personal data. These third parties include: our volunteer management systems, professional advisors, our website host provider, cloud storage suppliers, CRM suppliers, marketing platforms (including parties used for sending email marketing communications), telemarketing, IT infrastructure suppliers, payroll provider, donation site, payment bureau provider, postal mailing housing, fundraising management sites, fundraising event organisers; or

- where we have your consent.

How St Andrew’s First Aid Processes the Personal Data

Purpose	Personal Data	Where we get it from	Legal Basis for processing
To make a decision about your recruitment or appointment	<ul style="list-style-type: none"> - Name, title, address, telephone numbers and personal email address - Recruitment information (including copies of right to work/volunteer documentation, references and other information included in a CV or cover letter or as part of the application process such as interview notes), - Employment records (including job titles, work history, working hours, holidays, training records and professional memberships), performance information, disciplinary and grievance information - Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied 	<ul style="list-style-type: none"> - From you - Employment agency - Background check provider, former employer, credit reference agencies or other background check agencies 	<ul style="list-style-type: none"> - To take steps to enter into a contract with you - Legitimate Interest – in assessing whether you are the best fit for the job.
To determine the employment terms on which you work for us (not applicable to volunteers)	<ul style="list-style-type: none"> - Salary, annual leave, pension and benefits information 	<ul style="list-style-type: none"> - From you - Employment agency 	To perform a contract we have entered into with you.
To check that you are legally entitled to work/volunteer in the UK	<ul style="list-style-type: none"> - Name, title, address, telephone number, email address - National Insurance number - Copy of driving licence or passport - Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied 	<ul style="list-style-type: none"> - From you - Employment agency - Background check provider, former employer, credit reference agencies or other background check agencies 	To comply with a legal obligation under the Immigration, Asylum and Nationality Act 2006.
Paying you and, if you are an employee for tax purposes, deducting tax and National Insurance contributions (NICs).	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - National Insurance number - Bank account details, payroll records and tax status information 	<ul style="list-style-type: none"> - From you - Employment agency - Background check provider, former employer, credit reference agencies or other background check agencies 	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To comply with a legal obligation under the Income Tax (Earnings and Pensions) Act 2003.
Enrolling you in a pension arrangement in accordance with our statutory	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - National Insurance number - Bank account details, payroll records and tax status information 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To comply with a legal obligation under the Pensions Act 2008.

Privacy Notice – Workers & Volunteers

Purpose	Personal Data	Where we get it from	Legal Basis for processing
automatic enrolment duties.			
Liaising with the trustees or managers of a pension arrangement operated by your pension provider and any other provider of employee benefits.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - National Insurance number - Bank account details, payroll records and tax status information - Salary, annual leave, pension and benefits information 	From you	To perform the contract we have entered into with you.
Administering the contract we have entered into with you.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Bank account details, payroll records and tax status information - Start date and, if different, the date of your continuous employment - Location of employment or workplace - Information about your use of our information and communications systems - Photographs - Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied - Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions. - Trade union membership. - Information about your health, including any medical condition, health and sickness records, including: <ul style="list-style-type: none"> - where you leave employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision; - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and - where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions and permanent health insurance purposes. 	<ul style="list-style-type: none"> - From you - Background check provider, former employer, credit reference agencies or other background check agencies 	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To perform our obligations as a controller in the field of employment.
Business management and planning, including	<ul style="list-style-type: none"> - Salary, annual leave, pension and benefits information. 	From you	It is necessary for legitimate interests pursued by us in relation to managing the financial governance of our business.

Privacy Notice – Workers & Volunteers

Purpose	Personal Data	Where we get it from	Legal Basis for processing
accounting and auditing.			
Conducting performance reviews, managing performance and determining performance requirements.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Salary, annual leave, pension and benefits information - Location of employment or workplace - Performance information - Disciplinary and grievance information 	From you	To perform the contract we have entered into with you.
Making decisions about salary reviews and compensation.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Salary, annual leave, pension and benefits information - Location of employment or workplace - Performance information - Disciplinary and grievance information - Compensation history 	From you	To perform the contract we have entered into with you.
Assessing qualifications for a particular job or task, including decisions	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Salary, annual leave, pension and benefits information - Location of employment or workplace - Performance information - Disciplinary and grievance information 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - Legitimate Interest in ensuring the correct person is given the correct job or task.
Gathering evidence for possible grievance or disciplinary hearings	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Disciplinary and grievance information - CCTV footage and other information obtained through electronic means such as swipe card records - Information about your use of our information and communications systems - Photographs 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - Legitimate Interest in managing our workforce
Making decisions about your continued employment or engagement	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Salary, annual leave, pension and benefits information. - Start date and, if different, the date of your continuous employment. - Location of employment or workplace. - Performance information. - Disciplinary and grievance information. 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To comply with a legal obligation under the Employment Rights Act 1996 and Equality Act 2010. - It is necessary for legitimate interests pursued by us in terms of managing your employment with us.

Privacy Notice – Workers & Volunteers

Purpose	Personal Data	Where we get it from	Legal Basis for processing
Making arrangements for the termination of our working relationship.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Bank account details, payroll records and tax status information - Salary, annual leave, pension and benefits information - Start date and, if different, the date of your continuous employment - Leaving date and your reason for leaving - Location of employment or workplace - Compensation history - Performance information - Disciplinary and grievance information - Where you leave employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - It is necessary for legitimate interests pursued by us in terms of managing your exit from our business. - To perform our obligations as a controller in the field of employment.
Education, training and development requirements.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses. - Performance information - Location of employment or workplace 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - It is necessary for legitimate interests pursued by us in terms of ensuring our staff receive adequate training to perform their role.
Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment or workplace - Start date and, if different, the date of your continuous employment - Leaving date and your reason for leaving - Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process) - Employment records (including job titles, work history, working hours, holidays, training records and professional memberships) - Performance information - Disciplinary and grievance information - Information about your use of our information and communications systems - Photographs - Where you leave employment and the reason for leaving is related to your health, information about that condition 	<ul style="list-style-type: none"> • From you • Employment agency • Background check provider, former employer, credit reference agencies or other background check agencies 	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To perform our obligations as a controller in the field of employment. - It is necessary for legitimate interests pursued by us in relation to managing your employment with us.
Ascertaining your fitness to work/volunteer	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Performance information - Disciplinary and grievance information 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - To perform our obligations as a controller in the field of employment

Privacy Notice – Workers & Volunteers

Purpose	Personal Data	Where we get it from	Legal Basis for processing
	<ul style="list-style-type: none"> - Details of any absences (other than holidays) from work including time on statutory parental leave and sick leave 		
Managing sickness absence.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment or workplace - Information about your health, including any medical condition, health and sickness records 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - It is necessary for legitimate interests pursued by us in relation to managing your employment with us. - To perform our obligations as a controller in the field of employment.
Provide appropriate workplace adjustments.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment/voluntary role or workplace - Information about your health, including any medical condition, health and sickness records 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - It is necessary for legitimate interests pursued by us in relation to managing your employment with us. - To perform our obligations as a controller in the field of employment
Complying with health and safety obligations.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment or workplace or voluntary role - Information about your health, including any medical condition, health and sickness records 	From you	<ul style="list-style-type: none"> - To perform the contract we have entered into with you. - It is necessary for our legitimate interests in providing you with a safe place of work. - To perform our obligations as a controller in the field of employment.
To prevent fraud.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Date of birth - National Insurance number - Bank account details, payroll records and tax status information - Salary, annual leave, pension and benefits information - Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process) - Employment records (including job titles, work history, working hours, holidays, training records and professional memberships) - Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied 	<ul style="list-style-type: none"> • From you • Employment agency • Background check provider, former employer, credit reference agencies or other background check agencies 	It is necessary for legitimate interests pursued by us to prevent fraud within our business.
To monitor your use of our information and communication	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment or workplace 	From you	It is necessary for legitimate interests pursued by us to ensure our systems are being used in compliance with our IT policies.

Privacy Notice – Workers & Volunteers

Purpose	Personal Data	Where we get it from	Legal Basis for processing
systems, including calls, emails, and internet history, to ensure compliance with our IT policies.	<ul style="list-style-type: none"> - Information about your use of our information and communications systems 		
To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Location of employment or workplace - Information about your use of our information and communications systems 	From you	It is necessary for legitimate interests pursued by us to protect our systems and the data we hold on those systems.
To conduct data analytics studies to review and better understand employee and volunteer retention and attrition rates.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Salary, annual leave, pension and benefits information - Start date and, if different, the date of your continuous employment - Leaving date and your reason for leaving - Location of employment or workplace - Compensation history - Performance history - Disciplinary and grievance information 	From you	It is necessary for legitimate interests pursued by us to understand our employee retention and attrition rates.
To establish, defend or exercise legal claims in an employment tribunal or any other court of law.	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - Date of birth - Gender - National Insurance number - Salary, annual leave, pension and benefits information - Start date and, if different, the date of your continuous employment - Leaving date and your reason for leaving. - Location of employment or workplace - Copy of driving licence or passport 	<ul style="list-style-type: none"> • From you • Employment agency • Background check provider, former employer, credit reference agencies or other background check agencies 	<ul style="list-style-type: none"> - It is necessary for legitimate interests pursued by us to exercise our legal rights and our defend our business against legal claims. - To perform our obligations as a controller in the field of employment.

Purpose	Personal Data	Where we get it from	Legal Basis for processing
	<ul style="list-style-type: none"> - Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process) - Employment records (including job titles, work history, working hours, holidays, training records and professional memberships) - Compensation history - Performance information - Disciplinary and grievance information - CCTV footage and other information obtained through electronic means such as swipe card records - Information about your use of our information and communications systems - Photographs - Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied - Where you leave employment and under any share plan operated by a group company the reason for leaving is determined to be ill-health, injury or disability, the records relating to that decision - Details of any absences (other than holidays) from work including time on statutory parental leave and sick leave 		
<p>Providing the following benefits to you:</p> <ul style="list-style-type: none"> - Childcare scheme - Cycle to work scheme - Electric car scheme 	<ul style="list-style-type: none"> - Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses - National Insurance number - Bank account details, payroll records and tax status information - Location of employment or workplace 	From you	To perform the contract we have entered into with you.
For the protection of our buildings, staff, clients and visitors	<ul style="list-style-type: none"> - CCTV images 	CCTV system	Legitimate interest in keeping building, staff, clients and visitors safe.

3. Information about criminal convictions

We envisage that we may process information about criminal convictions. We will only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations or ensuring you are not unsuitable for the role and provided we do so in line with our data protection policy. We may collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). In particular where it:

- is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, social security or social protection. (Paragraph 1(1)(a), Schedule 1, DPA 2018.)
- meets one of the substantial public interest conditions set out in Part 2 of Schedule 1 to the DPA 2018 (such as protecting the public against dishonesty). (Paragraph 10(1), Schedule 1, DPA 2018.)

In some cases we may be informed about criminal convictions or allegations by a third party during the course of your employment. We will use all such data in compliance with data protection laws. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

4. Do we need your consent?

We do not need your consent if we use special categories of your personal data in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

5. If you fail to provide personal information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

6. Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

7. Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

8. Data Sharing

We will share your personal data with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities within our group. The following activities are carried out by third-party service providers: cloud service platforms, management platforms, other IT and operational platforms we use to run our business. IT and security services or professional advisors. We will share personal data regarding your participation in any pension arrangement operated by a group company with the trustees or scheme managers of the arrangement in connection with the administration of the arrangements.

All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

We may share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

We may also need to share your personal data with a regulator or to otherwise comply with the law. This may include making returns to HMRC and disclosures to shareholders such as directors' remuneration reporting requirements.

9. Transferring personal data outside the UK

We do not transfer the personal data we collect about you outside the UK.

Where we need to do so, we will put in place appropriate safeguards and any necessary supplementary measures required under the Data Protection Law to protect your personal data.

10. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

11. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal data are available in the Annex to this notice.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal data in accordance with our data retention policy and applicable laws and regulations.

8. Your Rights

You have the right to:

Access, rectification, erasure, restriction, objection, portability, and withdrawal of consent.

We respond within one month.

You can exercise these by contacting our DPO at dataprotectionofficer@standrewsfirstaid.org.uk

You may contact the ICO (www.ico.org.uk).

11. Updates

We review this notice regularly and will publish a version history.

12. Contact

Data Protection Officer

dataprotectionofficer@standrewsfirstaid.org.uk | 0141 332 4031

St Andrew's House, 48 Milton Street, Glasgow, G4 0HR

Version Control

- **Version:** 1.1
- **Last Updated:** 18/06/2026

Annex – Retention Schedule

	Type of Data	Retention Period
Job Applicants	<ul style="list-style-type: none"> • Completed online application forms or CVs. • Equal opportunities monitoring forms. • Assessment exercises or tests. • Notes from interviews and short-listing exercises. • Pre-employment verification of details provided by the successful candidate. For example, checking qualifications and taking up references. (These may be transferred to a successful candidate's employment file.) • Criminal records checks. (These may be transferred to a successful candidate's employment file if they are relevant to the ongoing relationship.) 	Twelve months after notifying candidates of the outcome of the recruitment exercise.
Employment Contracts	<ul style="list-style-type: none"> • Written particulars of employment. • Contracts of employment or other contracts. • Documented changes to terms and conditions. 	While employment continues and for seven years after the contract ends.
Payroll and Wage Records	<ul style="list-style-type: none"> • Payroll and wage records • Details on overtime. • Bonuses. • Expenses. • Benefits in kind 	These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
	Current bank details	Bank details will be deleted as soon after the end of employment as possible once final payments have been made.
	PAYE records	These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
	Records in relation to hours worked and payments made to workers	These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.
	Travel and subsistence	While employment continues and for seven years after employment ends.
	Record of advances for season tickets and loans to employees	While employment continues and for seven years after employment ends.
Personnel Records	<ul style="list-style-type: none"> • Qualifications/references. • Consents for the processing of special categories of personal data. • Annual leave records. • Annual assessment reports. • Disciplinary procedures. • Grievance procedures. • Death benefit nomination and revocation forms. • Resignation, termination and retirement. 	While employment continues and for seven years after employment ends.
Pensions Records	<ul style="list-style-type: none"> • Name and address of scheme or provider of the automatic enrolment scheme used to comply with the employer's duties. • Employer pension scheme reference. • Evidence scheme complies with auto-enrolment statutory quality tests. • Name, NI number, date of birth and automatic enrolment date of all jobholders auto-enrolled (and corresponding details for 	6 years (4 years for opt-out notices).

Type of Data	Retention Period
<p>non-eligible jobholders and entitled workers who have opted in or joined).</p> <ul style="list-style-type: none"> • Evidence of jobholders' earnings and contributions. • Contributions payable by employer in respect of jobholders and dates on which employer contributions were paid to scheme. • If auto-enrolment postponement period used, records of workers who were given notice of postponement including full name, NI number and date postponement notice was given. • Auto-enrolment opt-in notices, joining notices and opt-out notices (original format). 	
<p>If employer is (or was) sponsoring employer of an occupational pension scheme, any document relating to monies received by or owing to the scheme, investments or assets held by the scheme, payments made by the scheme, contracts to purchase a lifetime annuity in respect of scheme member and documents relating to the administration of the scheme.</p>	<p>For the tax year to which they relate and the following 6 years</p>
<p>Information relating to applications for ill health early retirement benefits, including medical reports.</p>	<p>While entitlement continues and for period of 15 years after benefits stop being paid.</p>
<p>Death benefit nomination and revocation forms.</p>	<p>While entitlement continues and for period of 15 years after the death of member and their beneficiaries.</p>