

This schedule should always be read in conjunction with the ITV Record Retention Policy, which sets out the retention periods for other types of documentation created by or held at ITV, and explains the circumstances where additional retention requirements may apply.

Category	Record Type	Retention Period
Job application information & future roles within ITV	Ability to work in the UK, Salary range, Title, First Name, Last Name, Address, Residence, Contact Numbers, Email Address, CV, or LinkedIn Profile, Source. Work Experience & Education optional. Diversity Data (Disability, Ethnicity, Gender etc)	Deletion of data if account activity has not been active for 2 years.
Interview information	CVs, test results and interview decision documents of candidates Background/DBS checks - criminal offences, proceedings and sentences where this is legally required/permitted or where the employee has consented (e.g. to protect the safety and security of staff and customers, or for insurance purposes) Right to Work / Immigration checks (documentation required for immigration purposes - e.g. to evidence citizenship, details of residency, work permit)	6 months following role Hired in ITV Recruitment System
Registering interest in future roles within ITV Recruitment System or a Talent Pool advertisement	Ability to work in the UK, Salary range, Title, First name, Last Name, Address, Residence, Contact Numbers, Email Address, CV, or LinkedIn Profile, Source. Work Experience & Education optional. Diversity Data (Disability, Ethnicity, Gender etc)	Deletion of data if account activity has not been active for 2 years.
Monitoring	CCTV footage	Thirty one days
Monitoring	Visit sheets	2 months from date of use
Monitoring	IT system log data / web log data / other electronic identification data (including device data)	No longer than necessary
Health and Safety	Details collected via the Incident Recording application in relation to accidents in the workplace	At least 7 years from the date the file was closed. If the injured party is under 18 years old, the records are kept 3 years from the date at which they turn 18, whichever is longer.
Recruitment information	Background/DBS checks - criminal offences, proceedings and sentences where this is legally required/permitted or where the employee or freelancer has consented (e.g. to protect the safety and security of staff and customers, or for insurance purposes)	6 months following role Hired in ITV Recruitment System
Legal	Monitoring of email facilities for applicants to allow us to perform the day to day running of our operations and in line with our Acceptable Usage Policy and Code of Conduct.	12 years from date of last entry