

<b>Procedure Ref: PL_010_v1</b>		<b>Name:</b> Data Retention Policy	
<b>Description:</b> Policy for the retention of personal data at Supertemps Limited ('the Company') (incorporating S2 Recruitment – a trading brand of Supertemps Ltd)			
<b>Relevant "How To" documents:</b>			
Version No.	Date	Status	Detail
001	May 2018	First release	

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#### Introduction

All organisations that process *personal data* are required to comply with data protection legislation. This includes in particular the Data Protection Act 1998 (or its successor) and the EU General Data Protection Regulation (together the 'Data Protection Laws'). The Data Protection Laws give individuals certain rights over their *personal data* whilst imposing certain obligations on the organisations that process their data.

As a recruitment business the Company collects and processes both *personal data* and *sensitive personal data*. It is required to do so to comply with other legislation. It is also required to keep this data for different periods depending on the nature of the data.

This policy sets out the retention periods for different categories of data.

#### Definitions

In this policy the following terms have the following meanings:

**'Date Registered'** means the date on which the work-seeker informs us that he/she would like us to seek work for him/her. This may be the date his/her CV was uploaded to our website, the date his/her details were downloaded from a job board or similar or the date on which he or she applied to us in person.

#### Purpose:

- Supertemps will process all data in accordance with current data protection laws.
- The Company is registered with the Information Commissioner (registration no: Z5087122).
- The Company is not required to keep the original of all documents. Copies may be stored in paper form or electronically. Where they are stored electronically, they are not alterable.
- Any records which are no longer required will be erased and disposed of securely.

Document Type	How long to keep for
<b>Personnel records (unplaced personnel)</b>	
<ul style="list-style-type: none"> <li>Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), opt-out notices, references</li> </ul>	3 years from date registered unless consent is given to retain for longer.  <b>Basis:</b> Legitimate Interest and/or consent
<b>Personnel records (placement/s made)</b>	
<ul style="list-style-type: none"> <li>Work-seeker records including application form/CV, ID checks, references, right to work, details of assignments, assessment records, opt-out notices, interview notes, Terms of Engagement</li> </ul>	6 years from date last worked in order to deal with any civil action in the form of contractual claim (Limitation Act 1980)  <b>Basis:</b> Legal – Conduct of Employment Agencies & Employment Business Regulations, Limitation Act, Immigration Act
<b>Hirer Records</b>	
<ul style="list-style-type: none"> <li>Hirer records including client details, assignment/vacancy details, Terms of Business</li> </ul>	6 years from date services were last supplied in order to deal with any civil action in the form of contractual claim (Limitation Act 1980)  <b>Basis:</b> Legal – Conduct of Employment Agencies & Employment Business Regulations, Limitation Act
<b>Payroll and Reporting Records</b>	
National Minimum Wage documentation: <ul style="list-style-type: none"> <li>Total pay and the hours worked by the worker</li> <li>Overtime/shift premia;</li> <li>Any deduction or payment of accommodation;</li> <li>Any absences eg rest breaks, sick leave, holiday;</li> <li>Any travel/training during working hours and its length;</li> <li>Total number of hours in a pay reference period</li> </ul>	6 years after the end of the pay reference period following the one that the records cover in order to show that we have paid at least national minimum wage rates in the event that a breach of contract claim is brought against us.  <b>Basis:</b> Legal - National Minimum Wage Act 1998. Working Time Regulations 1998)
Sickness records - statutory sick pay	6 years as wage documentation (above)
Statutory maternity, paternity, adoption pay	6 years as wage documentation (above)
Pensions auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid)	6 years as wage documentation (above)
Gender pay gap reporting	1 year (statement must be kept on the Government website and our own website for 3 years).
VAT	6 years
Company Accounts	6 years
Payroll information/ CIS Records	6 years as wage documentation (above)
ITEPA (the intermediaries legislation) records	6 years