

Record Keeping Time Scales

Document Type	How long to keep for (and source of requirement)
Personnel Records	
Work-seeker personal data	We will hold personal data with consent until we are asked to "Forget" it under legitimate interest.
Work-seeker sensitive personal data.	We will hold sensitive personal data for 12 months from the last date of providing work-finding services, after which time it will be deleted.
Hirer records including client details, terms of business (see below), and assignment/vacancy details.	We will hold information relating to businesses under legitimate interest indefinitely. This does not affect the rights of individuals within businesses to be "Forgotten".
Terms of engagement with temporary worker and terms of business with clients.	6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980)
Working time records: <ul style="list-style-type: none"> • 48 hour opt out notice • Annual leave records 	2 years from the time they were created
Annual appraisal/assessment records	No specific period.
References	No specific period. However, the REC Conduct Regulations require references to be kept for 1 year following the introduction or supply of a work-seeker to a client.
Records held relating to right to work in the UK	2 years after employment or engagement has ended – must not be alterable.
Criminal records checks/ Disclosure Barring checks	There is no longer a 6 month time limit on how long DBS certificates can be kept for. When it comes to handling and storing certificates the new DBS Code requires registered bodies to 'handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998'.
National Minimum Wage documentation: <ul style="list-style-type: none"> • Total pay by the worker and the hours worked by the worker • Overtime/shift premia; • Any deduction or payment of accommodation; • Any absences e.g. rest breaks, sick leave, holiday; • Any travel or training during working hours and its length; • Total number of hours in a pay reference period 	For HMRC purposes: 3 years after the end of the pay reference period following the one that the records cover (National Minimum Wage Act 1998) Or 6 years in order to show that we have paid at least national minimum wage rates if a breach of contract claim is brought against us.
Sickness records – statutory sick pay	Records can be kept in a flexible manner but should be kept for payroll purposes (see below)
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates
Pensions auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid)	6 years except for opt out notices which should be kept for 4 years.
Company Financial Records	
VAT	6 years
Company Accounts	6 Years
Payroll Information CIS Records	3 years from the end of the tax year
ITEPA (the intermediaries legislation records)	Report due every quarter, to be kept for no less than 3 years after the end of the tax year to which they relate.