

# Record Keeping Timescales

Document Type	Timescale / Requirement
<b>Personnel Records:</b>	
<b>Job-Seeker Personal Data</b>	Under the auspices of legitimate interest and with consent, we will retain personal data until we receive a request to be "Forgotten".
<b>Job-Seeker Sensitive Personal Data</b>	In the event that we have had no contact with you within a period of 12 months, we will delete all sensitive personal data.
<b>Hirer Records</b> (incl. client details, terms of business, vacancy details etc)	Under the auspices of legitimate interest, we will retain information relating to businesses indefinitely. This does not affect the rights of individuals within businesses to be "Forgotten".
<b>Terms of Engagement</b> (for temporary workers & client terms of business)	6 years in order to address any civil action in the form of a contractual claim (Limitation Act 1980).
<b>Working Time Records</b> (48hr opt-out notice / annual leave records)	2 years from date created
<b>Appraisals / Assessment Records</b>	No specific period.
<b>References</b>	REC Conduct Regulations require references to be retained for 12 months following the introduction / supply of a job-seeker to a client.
<b>Record of Right to Work in the UK</b>	2 years after termination of employment.
<b>Criminal Record Checks / Disclosure &amp; Barring Service</b>	Under section 122(2) of the Police Act 1997, code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after a suitable period has passed - usually no longer than 6 months.
<b>National Minimum Wage Documentation</b> - total pay & hours - overtime / shift premia - deductions or payment of accommodation - absences: breaks / sickness / holiday - travel / training during work hours - 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 demonstrate we have paid (at the least) national minimum wage rates should a breach of contract claim be brought against us.
<b>Statutory Sick Pay</b>	Flexible, but should be retained for payroll purposes (see below).
<b>Statutory Maternity / Paternity / Adoption Pay</b>	3 years from end of tax year to which it relates.
<b>Pensions / Auto-Enrolment</b> (incl. auto-enrolment date, joining date, opt in / out notices, contribution paid)	6 years (excl. opt out notices, which should be kept for 4 years).
<b>Company Financial Records:</b>	
<b>VAT</b>	6 years.
<b>Company Accounts</b>	6 years.
<b>Payroll Information / CIS Records</b>	3 years from end of tax year to which it relates.
<b>ITEPA 2003</b> (Employment Intermediaries Legislation)	Report due every quarter. Record to be kept for a minimum of 3 years from end of tax year to which it relates.

