

## Retention policy

Document type How long to keep for (and source of requirement) Personnel records.

- Work- seeker records including application form/CV, ID checks, Personal contact details, terms of engagement (see also below) Details of assignments, opt-out notices and interview notes

1 year from the last date of providing work finding services as an Employment Agency or Employment Business (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations) REC Guide to the Conduct Regulations.

- 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) (5 years in Scotland)

- Working time records:

- 48 hour opt out notice

- Annual leave records

- 2 years from the time they were created

- References

Under data protection laws, only keep records for as long as is necessary. However, the 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'