



## Records Retention Policy (employment)

### 1 Introduction

- 1.1 This policy sets out how long employment-related information will normally be held by us and when that information will be confidentially destroyed.

### 2 Responsibility

- 2.1 The data protection officer, Erden Buyandelger is responsible for implementing and monitoring compliance with this policy.
- 2.2 They will undertake an *annual* review of this policy to verify that it is in effective operation.

### 3 Our process

- 3.1 Information (hard copy and electronic) will be retained for at least the period specified in our Records retention schedule (sometimes known as a Data retention schedule or guidelines) (see **the Appendix**).
- 3.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.
- 3.3 Hard copy and electronically-held documents and information must be deleted at the end of the retention period.
- 3.4 Hard copy documents and information must be disposed of by Quadrant Recruitment Ltd (we use virtual shredding)

## Records retention schedule

### Introduction

This Record retention schedule accompanies and is incorporated into Quadrant Recruitment Ltd's Records Retention Policy. It sets out the time periods that different types of (employment-related) business records must be retained for business and legal purposes. This is a relatively lengthy document listing the many types of employment-related records used by Quadrant Recruitment Ltd and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. If you maintain any types of records that are not listed in this Schedule, and it is not clear from the existing record types in this Schedule what retention period should apply, please contact the data protection officer for guidance.

Any deviation from the retention periods in this Schedule must be approved in advance by the Board or their absence, the Company's solicitors.

### 1. Employment records

#### 1.1 Personnel records

Record	Recommended retention period	Storage format
Rejected job applicant records, including: <ul style="list-style-type: none"> <li>• contact details</li> <li>• application letters or forms</li> <li>• CVs</li> <li>• references</li> <li>• certificates of good conduct</li> <li>• interview notes</li> <li>• assessment and psychological test results</li> </ul>	Six months after applicant is notified of rejection	Paper or electronic
Application records of successful candidates, including: <ul style="list-style-type: none"> <li>• application letters or forms</li> <li>• copies of academic and other training received</li> <li>• references</li> <li>• correspondence concerning em-</li> </ul>	Six years after employment ceases	Paper or electronic

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Record	Recommended retention period	Storage format
<p>ployment</p> <ul style="list-style-type: none"> <li>• CVs</li> <li>• interview notes and evaluation forms</li> <li>• assessment and psychological test papers and results</li> </ul>		
<p>Criminal records information:</p> <ul style="list-style-type: none"> <li>• criminal records requirement assessments for a particular post</li> <li>• criminal records information forms</li> <li>• the Disclosure and Barring Service (DBS) check forms</li> <li>• DBS certificates</li> </ul>	<p>Criminal records requirement assessments for a particular post—12 months after the assessment was last used                      All other information in this category—as soon as practicable after the check has been completed and the outcome recorded (ie whether satisfactory or not) unless, in exceptional circumstances, the data protection officer assesses that it is clearly relevant to the ongoing employment relationship e.g. to allow for consideration and resolution of any disputes or complaints in which case, six months                      If the data protection officer considers it necessary to keep the information for longer than six months, the DBS should be consulted</p>	<p>Paper or electronic</p>
<p>Employment contracts, including:</p> <ul style="list-style-type: none"> <li>• personnel and training records</li> <li>• written particulars of employment</li> <li>• changes to terms and conditions</li> </ul>	<p>Six years after employment ceases, unless document executed as a deed, in which case 12 years after employment ceases</p>	<p>Paper or electronic</p>
<p>Directors' service contracts and any variations</p>	<p>Six years from termination or expiry of the contract, unless executed as a deed, in which case 12 years from termination or</p>	<p>Paper or electronic</p>

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Record	Recommended retention period	Storage format
	expiry	
Copies of identification documents (e.g. passports)	Not less than two years from date of termination of employment	Paper or electronic
Identification documents of foreign nationals (including right to work)	Not less than two years from date of termination of employment	Paper or electronic
Records concerning a temporary worker	Six years after employment ceases	Paper or electronic
Employee performance and conduct records, including: <ul style="list-style-type: none"> <li>• probationary period reviews</li> <li>• review meeting and assessment interviews</li> <li>• appraisals and evaluations</li> <li>• promotions and demotions</li> <li>• [[For relevant organisations only] all information relevant to an assessment of the individual's fitness and propriety under the Senior Managers and Certification (SM&amp;CR) regime or Senior Insurance Managers regime (SIMR)]</li> </ul>	Six years after employment ceases	Paper or electronic
Records relating to and/or showing compliance with Working Time Regulations 1998 including: <ul style="list-style-type: none"> <li>• registration of work and rest periods</li> <li>• working time opt-out forms</li> </ul>	Two years from the date on which the record was made	Paper or electronic
Redundancy records	Six years from date of redundancy	Paper or electronic

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Record	Recommended retention period	Storage format
Annual leave records	Six years after the end of each tax year	Paper or electronic
Parental leave records	Six years after the end of each tax year	Paper or electronic
Sickness records	Six years after the end of each tax year	Paper or electronic
Records of return to work meetings following sickness, maternity etc	Six years the end of each tax year	Paper or electronic

### 1.2 Payroll and salary records

Record	Recommended retention period	Storage format
Records for the purposes of tax returns including wage or salary records, records of overtime, bonuses and expenses	Six years	Paper or electronic
Pay As You Earn (PAYE) records, including: <ul style="list-style-type: none"> <li>• wage sheets</li> <li>• deductions working sheets</li> <li>• calculations of the PAYE income of employees and relevant payments</li> </ul>	Three years	Paper or electronic
Income tax and NI returns, income tax records and correspondence with HMRC	Three years after the end of the financial year to which they relate	Paper or electronic
Records demonstrating compliance with national minimum wage requirements	Three years beginning with the day upon which the pay reference period immediately following that to which they relate ends	Paper or electronic
Details of benefits in kind, income tax records (P45, P60, P58, P48 etc), annual return of taxable pay and tax paid	Six years (but general time limit under the TMA 1970 is reducing to four years from 1 April 2012)	Paper or electronic
Employee income tax and national insurance returns and associated HMRC correspondence	Three years from end of tax year to which they relate	Paper or electronic
Statutory sick pay (SSP) records	Three years after the end of the tax year to which	Paper or electronic

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Record	Recommended retention period	Storage format
	they relate	
Wage or salary records (including overtime, bonuses and expenses)	Six years	Paper or electronic
Records relating to hours worked and payments made to workers	Three years	Paper or electronic
Statutory maternity, paternity and shared parental pay records, calculations, certificates or other evidence	Three years after the end of the tax year in which the period of statutory pay ends	Paper or electronic

### **2. Health and safety records**

Record	Recommended retention period	Storage format
<p>Records of reportable injuries, diseases or dangerous occurrences</p> <ul style="list-style-type: none"> <li>• reportable incidents</li> <li>• reportable diagnoses</li> <li>• injury arising out of accident at work</li> </ul>	Three years from date of the entry	Paper or electronic
Lists or register of employees who have been exposed to asbestos dust, including health records of each employee	40 years from the date of the last entry made in the record	Paper or electronic
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry made in the record	Paper or electronic
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry made in the record	Paper or electronic
Records of monitoring of exposures to hazardous substances (where exposure monitoring is required under COSHH)	Where the record is representative of the personal exposures of identifiable employee—40 years from the date of the last entry made in the record Otherwise, five years from the date of the last entry	Paper or electronic

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Record	Recommended retention period	Storage format
	made in the record	
Records of tests and examinations of control systems and protective equipment under COSHH	Five years from the date on which the record was made	Paper or electronic