

Priority

APPOINTMENTS

Handpicked People

Company Name:	Optimum Links Ltd t/a Priority Appointments (“the Company”)
Model Policy Name:	Data Retention Policy
Date:	May 2018
Version:	May 2018

Document type	Retention Period
Personnel records	
<ul style="list-style-type: none"> • Candidate records including application form/CV, ID checks, Terms of Engagement (see also below), details of assignments, opt-out notices and interview notes for unsuccessful candidates • Hirer records including client details, Terms of Business (see below), assignment/vacancy details. 	1 year from the last date of supply or introduction to client (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Terms of Engagement with temporary worker and Terms of Business with clients	6 years (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
References	The Conduct Regulations require references to be kept for 1 year following the introduction or supply of a candidate 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	As prescribed by the DBS Code of Practice

Document type	Retention Period
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 eg 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 at least national minimum wage has been paid to all temporary workers
Statutory maternity, paternity, adoption Pay. Statutory sickness pay can also fall into this category	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 - as required by the Pension Regulator
Company financial records	
VAT	6 years
Company accounts	6 years
<ul style="list-style-type: none"> • 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.