

GDPR - DATA RETENTION POLICY WITH SCHEDULE

[*We have provided examples of typical items that businesses should include in their retention schedule. We have also listed some example retention periods, this is only a placeholder and you should insert your own retention period. This is not an exhaustive list and you should adapt it to suit your business needs.]

This is the Data Retention Policy of Project Skills Solutions Ltd.

Introduction

We recognise that in the running of our business, we collect and process personal data from a variety of sources. This personal information is collated in several different formats including letters, emails, legal documents, employment records, operations records, images and statements. The personal data is held in both hard copy and electronic form.

Aims of the policy

Our business will ensure that personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfill our statutory obligations and the provision of goods or/and services - as required by the data protection legislation, including the General Data Protection Regulation (GDPR).

Retention

This retention policy (with its schedule), is a tool used to assist us in making decisions on whether a particular document should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

Decisions around retention and disposal should be taken in accordance with this policy.

Where a retention period of a specific document has expired, a review should always be carried out prior to the disposal of the document. This does not have to be time-consuming or complex. If a decision is reached to dispose of a document, careful consideration should be given to the method of disposal.

Responsibility

Peter Ely is responsible to keep this retention schedule up to date, to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for our business.

Peter Ely is responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents.

Peter Ely may delegate the operational aspect of this function to Sam Barton and Paul Glover.

Employees should inform Peter Ely if in any doubt about minimum retention periods or if the retention of a document is necessary for a potential claim.

Disposal

We must ensure that personal data is securely disposed of when it's no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The method of disposal should be appropriate to the nature and sensitivity of the documents concerned and includes:

- Non-Confidential records: place in waste paper bin for disposal
- Confidential records: shred documents
- Deletion of Computer Records
- Transmission of records to an external body
- Cloud storage

The table below contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

Exceptional circumstances should be reported to Peter Ely without delay.

Date created: 9th May 2018

Appendix 1: Document retention schedule

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
Employment records:				
PAYE records	8 years from end of fiscal year	Hard copy PSS	Legal HMRC	Shred
Maternity and paternity pay records	3 years from end of fiscal year	Hard copy PSS	Legal HMRC	Shred
Medical and health records	3 years after employment ceases	Hard copy PSS	Legal HMRC	Shred
Unsuccessful candidates	6 months after last action	Internal server	Legal	Delete from server
Accident report forms	3 years after last action	Hard Copy PSS	Legal	Shred
Parental leave records	5 years from birth of child	Hard copy PSS	Legal HMRC	Shred
Employment records: redundancy, equal opportunities; health & welfare records	6 years after last action	Hard copy PSS	Legal HMRC	Shred
Employees that left the business: emergency contacts and bank account details	Delete immediately after making final salary payment			
Pay & tax: pay deductions, tax forms, payroll, loans	6 years after last action	Hard copy PSS	Legal HMRC	Shred
Records of formal disciplinary actions in employee file	6 years after last action	Hard copy PSS	Legal	Shred
Records of formal grievances in employee file	6 years after last action	Hard copy PSS	Employment Procedure	Shred
Commercial contracts:				[SPECIFY]
Contracts with suppliers	6 years after last action	Internal server	Supply contract	Delete from server
Contracts signed as a deed	12 years after last action	Internal server	Supply contract	Delete from server
Guarantees and indemnities	State the term of the guarantee plus 6 years	Internal server	Supply contract	Delete from server
Purchase orders and invoices	7 years after last action	Internal server	Record services and goods	Delete from server
Customer contact details	6 years after last action	CMS – Cloud server	To inform customer of certificate expiry	Delete on computer system
Tax and Accounting Records:				[SPECIFY]
Tax returns	8 years from end of	Hard copy PSS	Legal HMRC	Shred

	fiscal year			
Accounting & financial management information	6 years from end of fiscal year	Hard copy PSS	Legal HMRC	Shred
Stock transfer forms and share certificates	20 years from purchase	Hard copy PSS	Legal HMRC	Shred
Marketing records:				[SPECIFY]
Mailing lists	6 years after last action	Mail client	To contact about expiring certificates	Archive on platform
Operational records:				[SPECIFY]
Vehicles	Keep asset and depreciation records for 6 years after end of financial year to which they relate	Internal server	Vehicle records	Delete from server
Closed circuit television recordings	Destroy 2 weeks from the date recorded except where required as evidence	Internal server	To allow for evidence requests	Overwrite data
Fire Risk Assessments	Retain until superseded	Internal server	We only need current risk assessment	Overwrite with new document
Policies/Procedures	7 years	Internal server	For historical requests	Delete from server
Complaints	6 years from end of fiscal year	Internal server	To ensure record if customer follows up on their complaint.	Delete from server
Building (i.e. lease/deeds)	Destroy 6 years after property is no longer occupied	Hard copy PSS	Legal	Shred
Maintenance contracts	15 years from last action	Hard copy PSS	Legal	Shred
Website contact forms	6 months from last action	Email server	Issue is generally resolved upon response	Delete email records of contact form
Property plans and surveys	25 years	Hard copy PSS	Legal	Shred
Insurance schedules	10 years after last action	Internal Server	Legal	Delete from server
Pat tests, fire hazard tests	6 years from last action	Internal Server	HSE Compliance	Delete from server
Register of members	Life of company	Hard copy PSS	Legal	Shred
Memorandum of association	Life of company	Hard copy PSS	Legal	Shred
Register of directors and secretaries	Life of company	Hard copy PSS	Legal	Shred
Employer's liability insurance certificates	Life of company	Internal Server	Legal	Delete from server
Intellectual property records:				[SPECIFY]

Copyright material	50 years from expiry	Internal Server	Legal	Delete from server
Email records:				
Email correspondence	Archive emails after 2 years	[SPECIFY]	Customers return for similar services a year or 2 later, having records of previous conversations improves service	Archive using outlooks archive tool

Please note - LHS Solicitors owns the copyright in this document. You must not use this document in any way that infringes the intellectual property rights in it. You may download and print this document which you may then use, copy or reproduce for your own internal non-profit making purposes. However, under no circumstances are you permitted to use, copy or reproduce this document with a view to profit or gain. In addition, you must not sell or distribute this document to third parties who are not members of your organisation, whether for monetary payment or otherwise.

The content of this document has been written with best practices in mind, however this is not a substitute for taking legal advice on your circumstances. If you do require specific advice, get in touch with us and we'll be happy to assist you.