

DAC Planning Data Retention Schedule

Data Retention

We only retain personal information for as long as necessary by law and in line with our retention policy to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements, or service obligations.

All staff are responsible for:

- Managing the information they create and use on a day-to-day basis.
- Retaining all records in line with identified business requirements and as outlined in the retention schedule.
- Ensuring records are saved and filed in such a way that it is meaningful and facilitates retrieval by those with similar access privileges.
- Disposing of records in accordance with the requirements of the Retention Schedule.
- Bringing any issues in relation to information and records management to the attention of their managers.

We carefully consider how long we keep personal data and use standard retention periods where possible, in line with documentation and contractual obligations. We regularly review our information and erase or anonymise personal data when we no longer need it, in accordance with the retention schedule below.

We dispose of data by shredding and recycling physical documents and deleting digital files.

Data Retention Schedule

Document type	How long it is retained and when it is disposed of (and source of requirement)
Personnel records	
Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt-out notices and interview notes. Hirer records including client details, terms of business (see below), assignment/vacancy details.	1 year from the receipt of an application. Data is kept for three months where we take no action in relation to an application.
Terms of engagement with temporary workers 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). 6 years is not a minimum legal requirement but is the time period in which a contractual claim can be made.

Working time records: <ul style="list-style-type: none"> • Leave records, including annual leave records • Timesheets 	2 years from the time they were created
Annual appraisal records	For the duration of employment.
References	1 year (the Conduct Regulations require references to be kept for 1 year).
Records held relating to right to work in the UK	2 years after employment or engagement has ended – must not be alterable.
National Minimum Wage documentation: <ul style="list-style-type: none"> • Total pay to the worker and the hours worked by the worker 	6 years in order to show that we have paid at least national minimum wage rates if a breach of contract claim is brought against us.
Sickness records – statutory sick pay	For the duration of employment. These records are kept for payroll purposes.
Statutory maternity, paternity, adoption pay	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 are kept for 4 years (ThePensionsRegulator.gov.uk), unless otherwise relevant or necessary for company operations.
Employee surveys	2 years from survey completion.
Personal data related to insurance information	For the duration of employment.
Company financial records	
Records for VAT purposes	6 years (VAT record keeping on the Gov.uk website), unless otherwise relevant or necessary for company operations.
Company accounts	6 years (overview of running a limited company on the Gov.uk website), unless otherwise relevant or necessary for company operations.
Payroll information	3 years from the end of the tax year (PAYE record-keeping guidance on the Gov.uk website).
Marketing	
Personal data for service updates, personal data from customer surveys and personal data for direct marketing (post, social media, email, phone calls, text, fax)	6 years from point of service, or sooner if consent is withdrawn from individual. In this case, data must no longer be processed for marketing purposes (Privacy and Electronic Communications Regulations).
Project / service records	
Personal data to provide services (including training and planning services, community	6 years after data created

<p>and stakeholder consultation and engagement such as surveys, questionnaires, display materials)</p>	
<p>Personal data processed for a project.</p>	<p>Destroy personal data from termination or expiry of contractual agreement, unless required by law.</p> <p>Return personal data to client if specified in contract after termination or expiry of contract.</p> <p>*Refer to contract for each project for different terms.</p>
<p>When operating as a sub consultant (sub processor).</p>	<p>Comply with project contract and consultant (processor) data processing requirements.</p> <p>*Refer to contract for each project for different terms.</p>

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