

Company Name:	Langley James Limited (“the Company”)
Policy No.	5
Policy Name:	RECORD KEEPING AND DOCUMENT RETENTION
Date:	24/05/18
Version:	3

RECORD KEEPING AND DOCUMENT RETENTION POLICY

The purpose of this policy is to ensure that the retention of documentation and record keeping by Langley James follows the legal guidelines set below.

- all records must be kept in accordance with the requirements of the Data Protection Act 1998. For further information please see here or the Information Commissioner’s Office (ICO) guidance for employers. Extra care should be taken with “sensitive personal data” (e.g. about race, religion, medical records, sexual orientation, trade union membership, information about offences (committed or alleged)
- As a businesses collecting personal data we are registered with the ICO;
- We do not require to keep the original of all documents – copies will be stored electronically and they will not be alterable);
- all records will be destroyed securely.

Candidate Records incl. Contractors for Work	Retention Period
Work-seeker records including application form/CV, ID checks, terms of engagement, details of assignments, opt out notices and interview notes for unsuccessful candidates	6 years stored electronically on Infinity
Contractor Confirmation of Assignment	1 year for paper version. 6 years for electronic version on Infinity

Client Records	Retention Period
Company details, contact information for HR and IT department	6 years stored electronically on Infinity
Vacancy details	6 years stored electronically on Infinity
Records of candidates introduced	6 years stored electronically on Infinity
Terms & Conditions	6 years stored electronically on Infinity
Client Confirmation of Assignment (For Contractors)	1 year for paper version. 6 years for electronic version on Infinity

Personnel Records (Langley James Employees)	Retention Period
Staff records, including CV, application form, ID checks	6 years
Terms of Engagement (Contract)	6 years
Job Description	6 years
Holiday Request Forms	1 year
Sickness Record	1 year
Annual appraisal	6 years
Training records	6 years
Statutory maternity, paternity, adoption pay	6 years
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 e.g. rest breaks, sick leave, holiday; • Any travel or training during working hours and its length 	6 years

Company Financial Records	Retention Period
VAT	7 years
Company Accounts	7 years
Payroll Information	7 years

James Toovey will ensure that all our personnel understand and fully implement our company's policies and objectives and are able to perform their duties effectively on a continuous basis.

Signed

JAMES TOOVEY
 Managing Director

Date