



SI&C

POLICY
DOCUMENT

Data Retention Policy with Schedule.

Audience: All Parties

Requirement: Essential

Policy Owner: Company Director

Review Delegation: Executive

Review Cycle: Two Years

Last Review: 30/06/2025

Due for Review: 30/06/2028





What we stand for...

Our values focus on nurturing the CORE of our business.

- Customers as partners
- Openly inquisitive
- Reputationally renowned
- Exceptionally talented

Our mission

To unearth those lost talents and skills your team has, looking to maximise what is inside, we aim to get the full potential out of your team to realise your strategic goals, at pace.

Our Vision

To create people-centred, simpler, and value-driven results for our clients that help ensure their teams perform to the best of their abilities. We aim to unlock your people's abilities, saving you time and effort whilst improving the social mobility of your team. Finding the best teams to carry out your most important work is what drives us every day.

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Introduction

As part of the day-to-day 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 stored both as a hard copy and in electronic form.

Aims of the policy

Our business will ensure that the 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 fulfil our statutory obligations and the provision of goods or/and services – as required by data protection legislation, including the U.K. General Data Protection Regulation (UKGDPR).

Retention

This retention policy (along 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 are to be taken in accordance with this policy. As and when the retention period for a specific document has expired, a review is always to 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 is to be given to the method of disposal.

Responsibility

Ben Sheridan is responsible for keeping this retention schedule up to date in order to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for our business. Ben Sheridan is responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents. Ben Sheridan may delegate the operational aspect of this function to Ben Sheridan is the companies current Data Protection Officer and will refer to ICO guidance if there is any doubt about the minimum retention periods or if the retention of a document is necessary for a potential claim.

Disposal

Our business must ensure that personal data is securely disposed of when it is no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant. The methods of disposal are to be appropriate to the nature and sensitivity of the documents concerned and include:

- 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 Ben Sheridan without delay. Date created: 30/06/2025 [Date of review: 30/06/2027]

Appendix 1: Document Retention Schedule

Employment records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|--|----------------------------------|--|-------------------|--------------------|
| PAYE records | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Maternity and Paternity records | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Medical records | 40 years from end of fiscal year | G Drive with physical copy located at company HQ | Legal requirement | Computer deletion |
| Unsuccessful candidates | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Accident report forms | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Parental leave records | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Employment records: redundancy, equal opps, health, welfare. | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|---|---|---------------------|-------------------|--------------------|
| Employees that left the business emergency contact and bank account details | Delete immediately after making final salary payment. | G Drive | Legal requirement | Computer deletion |
| Pay & tax: Pay deductions, tax forms, payroll, loans. | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Records of formal disciplinary action in employee file. | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Records of formal grievances action in employee file. | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |

Commercial records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|------------------------------|---------------------------------|---------------------|-------------------|--------------------|
| Contracts with suppliers | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Contracts signed as deeds | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Guarantees and indemnities | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Purchase orders and invoices | 3 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |

Marketing records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|----------------|-----------------------------------|---------------------|-------------------|--------------------|
| Mailing lists | 1 year from end after last action | G Drive | Legal requirement | Computer deletion |

Tax and accounting records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|---|---------------------------------|---------------------|-------------------|--------------------|
| Tax returns | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Accounting and financial management information | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Stock transfer forms | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |

Operational records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|--------------------------------------|--|---------------------|-------------------|--------------------|
| Vehicles | 6 years from end of fiscal year vehicle was sold or scrapped | G Drive | Legal requirement | Computer deletion |
| Closed circuit television recordings | 4 weeks unless required for evidence then 6 years. | G Drive | Legal requirement | Computer deletion |
| Fire risk assessments | Retain until superseded | G Drive | Legal requirement | Computer deletion |
| Policies and procedures | Retain until superseded | G Drive | Legal requirement | Computer deletion |
| Complaints | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Building (lease/deeds) | 6 years after property is no longer owned, rented. | G Drive | Legal requirement | Computer deletion |

Operational records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|---|------------------------------------|---------------------|-------------------|--------------------|
| Website FAQs | 6 months from end from last action | G Drive | Legal requirement | Computer deletion |
| Maintenance contracts | 6 years from end of fiscal year | G Drive | Legal requirement | Computer deletion |
| Property plans and surveys | 25 years | G Drive | Legal requirement | Computer deletion |
| Insurance schedules | 10 years after last action | G Drive | Legal requirement | Computer deletion |
| PAT tests, fire hazard tests | 6 years from last action | G Drive | Legal requirement | Computer deletion |
| Register of members | Life of company | G Drive | Legal requirement | Computer deletion |
| Memorandum of association | Life of company | G Drive | Legal requirement | Computer deletion |
| Register of directors and secretaries | Life of company | G Drive | Legal requirement | Computer deletion |
| Employer liability insurance certificates | Life of company | G Drive | Legal requirement | Computer deletion |

Intellectual property records

| Type of record | Retention period | Where is it stored? | Reason | Method of deletion |
|--------------------|----------------------|---------------------|-------------------|--------------------|
| Copyright material | 50 years from expiry | G Drive | Legal requirement | Computer deletion |

Email records

| Type of record | Retention period | Where is it stored ? | Reason | Method of deletion |
|----------------|----------------------------|----------------------|-------------------|--------------------|
| Correspondence | Archive emails for 7 years | G Drive | Legal requirement | Computer deletion |

Have you checked that you have claimed all the benefits you're entitled to when working with us?

Don't forget that when you work with us you get the following benefits:

- 5% of profits from each sale donated to a charity of your choice
- Refer us to a buyer and get paid
- Provide feedback and earn a 2% refund

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Do you have any
queries on this
policy?

If so, contact us at
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