

## **Data Retention Policy**

### **How long is the information retained for?**

The information you provide will be retained by us as part of your employee file for the duration of your employment plus 7 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the recruitment process, your CV shall be retained for up to 24 months and any other information you have provided until that point will be retained for 6 months from the closure of the campaign. If you would prefer us to delete your CV, please let us know by contacting the HR team.

Information generated throughout the recruiting assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

### **What will we do with the information you provide to us?**

All information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during Equity's internal recruitment process with any third parties for marketing purposes. Data sent electronically or processed beyond the initial application will be stored at our office in Portsmouth. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

You may also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

### **Your rights**

Under data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

### **Contact Information**

Telephone: 02392 210583

Email: [info@equitycs.co.uk](mailto:info@equitycs.co.uk)

Our aim is to retain employee data for no longer than is necessary for the purposes for which the personal data is processed and the table below shows the retention periods for the employee data that we may hold.

Some personal data is retained for employment purposes, to assist in the running of the business and/or to enable individuals to be paid, in which case we generally follow the 'recommended' retention period. Some personal data is retained for statutory purposes, in which case we follow the 'statutory' retention period.

<b>Record</b>	<b>Retention period</b>
Accident books, accident records, accident reports	Three years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches age 21). <i>Statutory.</i>
Accounting records	Three years for private companies, six years for public limited companies. <i>Statutory.</i>
Actuarial valuation reports	Permanently. <i>Recommended.</i>
Application forms and interview notes (for unsuccessful candidates)	Six months. <i>Recommended.</i>
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently. <i>Recommended.</i>
DBS, PVG, AccessNI certificates/copies	Six months. <i>Recommended.</i>
DBS certificate information required by CQC	Three years or until superseded if less. <i>Recommended.</i>
Driving licence, vehicle insurance, MOT certificate details	One year after expiry unless renewed. <i>Recommended.</i>
Expatriate records and other records relating to foreign employees (e.g. visa, work permits, etc.)	Six years after employment ceases. <i>Recommended.</i>
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than three years after the end of the financial year to which they relate. <i>Statutory.</i>
Inland Revenue/HMRC approvals	Permanently. <i>Recommended.</i>
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry. <i>Statutory.</i>
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry. <i>Statutory.</i>
Medical records under the Control of Asbestos at Work Regulations, medical records containing details of employees exposed to asbestos and medical examination certificates	40 years from the date of the last entry (medical records); four years from the date of issue (medical examination certificates). <i>Statutory.</i>
Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years. <i>Statutory.</i>
National minimum wage records	Three years after the end of the pay reference period following the one that the records cover. <i>Statutory.</i>
Parental leave records	Five years from birth/adoption of the child or 18 years if the child receives a disability living allowance. <i>Recommended.</i>
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy. <i>Recommended.</i>
Pension scheme money purchase details	Six years after transfer or value taken. <i>Recommended.</i>

<b>Record</b>	<b>Retention period</b>
Pensioners' records	12 years after benefit ceases. <i>Recommended.</i>
Personnel files and training records (including disciplinary records and working time records)	Six years after employment ceases. <i>Recommended.</i>
Records relating to children and young adults	Until the child/young adult reaches age 21. <i>Statutory.</i>
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Six years from the date of redundancy. <i>Recommended.</i>
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	Six years from the end of the scheme year in which the event took place. <i>Statutory.</i>
Security Industry Authority (SIA) licence details	One year after expiry unless renewed. <i>Recommended.</i>
Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently. <i>Recommended.</i>
SMP, SAP, SSPP records, calculations, certificates (Mat B1s) or other medical evidence, notifications, declarations and notices	Three years after the end of the tax year in which the leave period ends. <i>Statutory.</i>
Statutory Sick Pay records, calculations, certificates, self-certificates	Six years after the employment ceases. <i>Recommended.</i>
Time cards	Two years after audit. <i>Recommended.</i>
Trade union agreements	10 years after ceasing to be effective. <i>Recommended.</i>
Trust deeds and rules	Permanently. <i>Recommended.</i>
Trustees' minute books	Permanently. <i>Recommended.</i>
Wage/salary records (also overtime, bonuses, expenses)	Six years. <i>Statutory.</i>
Working time records	Two years from date on which they were made. <i>Statutory.</i>
Works Council minutes	Permanently. <i>Recommended.</i>