



THE EDUCATION SPECIALISTS LTD

RECORD RETENTION POLICY

Personnel records

Document Type	How long to keep for (and source of requirement)
Work-seeker records including application form/CV, ID checks terms of engagement (see below), details of assignments, opt-out notices and interview notes.	1 year from the last date of providing work-finding service as an Employment Business (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Hirer records including client details, terms of business (see below also), assignment/vacancy details.	1 year from the last date of providing work-finding service as an Employment Business (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Terms of Engagement with temporary worker 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).
Staff records including CV, ID, bank details, reference information and other personnel information (e.g. absence & disciplinary records)	2 years from employee termination date

For more information contact the team 0151 480 8818



Working time records:

2 years from the time they were created

48 hour opt out notice

Annual appraisal/ assessment records

5 years (Under data protection laws no specific period is detailed so records should only be kept as long as necessary)

References

Under the Conduct Regulations 2003, references are required to be kept for 1 year following the introduction or supply of a work-seeker to a client.

Records held relating to right to work in the UK

2 years after employment or engagement has ended – must not be alterable.

Criminal record checks

The DBS Code of Practice requires registered bodies to ‘handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data Protection Act 1998’.

National Minimum Wage Documentation:

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;

Total number of hours in a pay reference period;

For HMRC purposes: 3 years after the end of the pay reference period following the one that the records cover (National Minimum Wage Act 1998).

Or 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.

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Sickness records – statutory sick pay	Our records are kept in a flexible manner which best suits our business but are kept for payroll purposes (see below)
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates
Pension auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid)	6 years except for opt out notices which should be kept for 4 years.
Gender pay gap reporting Government 3 years)	1 year (but the statement must be kept on the website and organisation's own website for

Company Financial Records

Document Type	How long to keep for (& source of requirement)
VAT	6 years
Company Accounts	6 years
Payroll Information	3 years from the end of the tax year
CIS records	
ITEPA (the Intermediaries Legislation) records	Report due every quarter, to be kept for no less than 3 years after the end of the tax year to which they relate.

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