

Company Name:	Simple Recruitment (South West) Ltd
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Data Storage

A data store is a repository (a central location in which data is stored and managed) for persistently storing and managing collections of data which include not just repositories like databases, but also simpler store types such as simple manual files (application form), emails etc.

Computer data storage, often called storage or memory, is a technology consisting of computer components and recording media that are used to retain digital data. The central processing unit (CPU) of a computer is what manipulates data by performing computations.

At Simple Recruitment (South West) Ltd, your data is stored manually by means of your application form which is only accessible to internal Simple Recruitment (South West) Ltd staff and are kept on the business premises at all times in locked cabinets and premises.

Your data will also be stored using our computerised databases which are only accessible to Simple Recruitment (South West) Ltd internal staff and authorised 3rd parties such as our payroll intermediary in order to process payroll. All of our PCs are password protected with cloud-based backup managed by our IT specialists.

Retention of Data

Simple Recruitment (South West) Ltd will keep some forms of personal data for longer than others in order to run their business efficiently and to comply with statutory requirements. The type of record will determine the length of time the record must be kept for.

See below for a breakdown of timescales for the retention of various types of data.

Once data reaches its disposal date as required by legislation we may dispose of records as given below.

Curriculum Vitae's

- 1 year after placing the candidate in a permanent job
- 1 year after the last date we actively sought employment on their behalf
- CV's never actively worked on can be destroyed at the discretion of the director; there is no legal limit for date of disposal.

Application Form

- 1 year after placing the candidate in a permanent job
- 1 year after the last date we actively sought employment on their behalf
- Application forms never actively worked on can be destroyed at the discretion of the director; there is no legal limit for date of disposal.

Terms of Engagement

- 6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980).

Working time records (48-hour opt-out notice and annual leave records)

- 2 years from the time they were created

References

- Conduct Regulations require that references be kept for 1 year following the introduction or supply of a work-seeker to a client.

Proof of eligibility to work in the UK (e.g. Passport, Birth Certificate)

- 2 years after employment or engagement has ended

Disposal

The most common way confidential information gets into the wrong hands is when it's not handled appropriately. Simple Recruitment use the services of a secure disposal firm where the security of document destruction is guaranteed, for example all paper documents go into tamper proof containers where 100% of the paper is destroyed and recycled, safely and securely with a certificate of destruction after every service.