

Data Retention Policy – Candidate Work Seeker Records

Company Name:	Gi Group Holdings Recruitment Limited
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1 Introduction

1.1 This policy sets out how long engagement/recruitment-related information will normally be held by us and when that information will be confidentially destroyed.

2 Responsibility

2.1 Data Protection Officer is responsible for implementing and monitoring compliance with this policy.
2.2 They will undertake an annual review of this policy to verify that it is in effective operation.

3 Our process

- 3.1 Information (hard copy and electronic) will be retained for the period specified in our Records Retention Schedule.
3.2 All information must be reviewed before destruction to determine whether there are special factors that mean destruction should be delayed, such as potential litigation, complaints or grievances.
3.3 Hard copy and electronically held documents and information must be deleted at the end of the retention period, unless there is a requirement to delay deletion (as per paragraph 3.2)
3.4 Hard copy documents and information must be disposed of by shredding, placing in confidential waste bins.

Records Retention Schedule

This Record Retention Schedule sets out the time periods that different types of records must be retained for business and legal purposes.

The retention periods are based on business needs and legal requirements and should be read in accordance with Gi Group's data protection policy. If you maintain any types of records that are not listed in this schedule and it is not clear what retention period should apply, please contact the Data Protection Officer for guidance.

Any deviance from the retention periods in this schedule must be approved in advance by a Director.

This policy will address candidate/ work seeker records.

Candidate - Work-seeker records

Record	Applicable Gi Documents	Candidates (Never Worked)	Workers / Leavers Retention Period	Storage Format
<p>Work-seeker records</p> <ul style="list-style-type: none"> Name/address and if under 22, date of birth Any terms between recruitment business and the work-seeker and any variations Details of the work-seeker's training, experience, qualifications and any authorisation to undertake particular work Names of hirers to whom the work-seeker is introduced or supplied Details of any assignments and date from which it takes effect 	<p>Online or hard copy applications i.e., Access, Spinner, Bullhorn. Prospective emails, or social media applications.</p> <p>CV's Application forms Qualification or training certificates</p>	6 months from the point of completion	Current payroll year plus 2 yrs	Paper or electronic
PPE Documentation	Signed deduction forms and confirmation Issue of PPE log	NA only applicable if work is found	To be securely destroyed at the end of their engagement.	To be securely retained at branch / site as per the PPE Policy during engagement
Records relating to/demonstrating compliance with Working Time Regulations 1998:	48 hr Working time opt-out forms Registration of work and rest periods (reports & logs)	6 months from the point of completion	Current payroll year plus 2 years	Paper or electronic
Driving, Drug and Alcohol Tests (contract specific)	Online form completion, i.e., Access. Hard copies of declarations and test results	6 months from the point of completion	Current payroll year plus 2 years	Paper or electronic
Communications & Letters	Emails, texts sent to offer work, general business communications	6 months from the point of completion	Current payroll year plus 2 years	Paper or electronic
Copies of identification documents/right to work	Any document provided in line with government guidance that proves the right to work in the UK	6 months from the point of completion	2 years from date of termination of engagement	Paper or electronic

Record	Applicable Gi Documents	Candidates (Never Worked)	Workers / Leavers Retention Period	Storage Format
Criminal records information	Application pack and bespoke client declaration forms	6 months from the point of completion unless safeguarding issues or other similar extenuating circumstances are raised.	Current payroll year + 2 years - unless safeguarding issues or other similar extenuating circumstances are raised.	Paper or electronic
Health Questionnaires & Health Assessments	Health & Medical declarations & questionnaires	6 months from the point of completion	40 years from date of termination of engagement	Paper or electronic
Contract, Worker T&C's, CAI / Confirmation of Booking and Statement of Particulars & Key Information document	FE & CFS contracts Including changes to their rates. CAI & Statement of Particulars / Confirmation of booking forms KID form	6 months from the point of completion	6 years from date of termination of engagement	Paper or electronic
Candidate Assessments	Skills testing	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
References	Letter, Forms, or email	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
Occupational Health Reviews	OH Referrals & reports	6 months from the point of completion	40 years from date of termination of engagement	Paper or electronic
DBS	Forms & Reports	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
Disciplinary & Grievance Records	Investigation notes, statements & letters	NA only applicable if work is found	Current payroll year + 2 years	Paper or electronic
Sickness, Paternity & Maternity	Fit notes, letters	NA only applicable if work is found	Current payroll year + 2 years	Paper or electronic
Client Specific Paperwork	Any bespoke paperwork relating to the client	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
Driving Licence		6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
Accident information	Records, Forms, Letters & Photos	NA only applicable if work is found	40 years from date of termination of engagement	Paper or electronic
Next of Kin Information	Forms or database	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic
TUPE Information	Due diligence or Eli data provided by Gi to other agencies and data received	NA only applicable if work is found	Candidate Information kept for current payroll + 2 years. Financial Information provided as a part of TUPE should be kept for 7 years	Paper or electronic
Training records	Certificates Online training	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic

Record	Applicable Gi Documents	Candidates (Never Worked)	Workers / Leavers Retention Period	Storage Format
Tacho Records	Reports & logs	NA only applicable if work is found	Current payroll year + 2 years	Paper or electronic
CCTV	CCTV footage	NA only applicable if work is found	6 months from the outcome or decision of a formal appeal	Electronic
Equality & Diversity	Reports and Information Forms	6 months from the point of completion	Current payroll year + 2 years	Paper or electronic