



39 Victoria Road, Farnborough, Hants, GU14 7PA Tel: 01252 372525/ 01252 362624  
[www.searchrecruitment.jobs](http://www.searchrecruitment.jobs)

<b>Company Name:</b>	Search Recruitment Ltd
<b>Company Contact details:</b>	Laura Turner <a href="mailto:lturner@searchrecruitment.jobs">lturner@searchrecruitment.jobs</a>
<b>Document DP5A</b>	Retention Policy
<b>Topic:</b>	Data Protection
<b>Date:</b>	Updated Tuesday 24 <sup>th</sup> May 2022
<b>Version:</b>	Version 1

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a jobs board and third party agents. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you.

All businesses must keep personnel and financial records in order to run their business efficiently and to comply with statutory requirements.

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation.

We will retain your data in accordance with table set out below.



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Document type	How long record will be kept.
<b>Personnel records</b>	
<ul style="list-style-type: none"> <li>Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt-out notices and interview notes</li> <li>Hirer records including client details, terms of business (see below), assignment/vacancy details.</li> </ul>	1 year from the last date of providing work-finding services as an Employment Agency or 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
Working time records: <ul style="list-style-type: none"> <li>48 hour opt out notice</li> <li>Annual leave records</li> </ul>	2 years from the time they were created
References	Conduct Regulations require references to be kept for 1 year
Records held relating to right to work in the UK	2 years after employment or engagement has Ended.
Criminal records checks/ Disclosure Barring checks	6 months (only applies to Nursing/Medical Staff as part of their Job offer and VISA requirements..)
National Minimum Wage documentation: <ul style="list-style-type: none"> <li>Total pay by the worker and the hours worked by the worker</li> <li>Overtime/shift premia;</li> <li>Any deduction or payment of accommodation;</li> <li>Any absences eg rest breaks, sick leave, holiday;</li> <li>Any travel or training during working hours and its length;</li> <li>Total number of hours in a pay reference period</li> </ul>	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)
Sickness records – statutory sick pay	Records can be kept in a flexible manner which best suits your business but should be kept for payroll purposes (see below)
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates
Pensions 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	1 year (but the statement must be kept on the Government website and organisation’s own website for 3 years).



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Company financial records	
VAT	6 years
Company accounts	6 years
<ul style="list-style-type: none"><li>Payroll information</li><li>CIS records</li></ul>	3 years from the end of the tax year.
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.

### Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your personal data and sensitive personal data you have the right to withdraw that consent at any time by contacting Laura Turner , DPO, Data Protection Officer [lturner@searchrecruitment.jobs](mailto:lturner@searchrecruitment.jobs) who handles data protection issues and, where applicable, any representative of the controller and the data protection officer.

### Complaints or queries

If you wish to complain about this privacy notice or any of the procedures set out in it please contact: Laura Turner – [lturner@searchrecruitment.jobs](mailto:lturner@searchrecruitment.jobs)

You also have the right to raise concerns with Information Commissioner’s Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.