

DOCUMENT RETENTION GUIDELINES



CANDIDATE & WORKER DOCUMENT TYPE	RETENTION PERIOD – DATA DESTROYED AFTER:		REASON FOR HAVING THE INFORMATION:
	CANDIDATES (NEVER WORKED)	WORKERS (LEAVERS)	
Candidate Application forms Operational Staff Files	12 months from point of completion	Current payroll year + 2 years	Required to find a candidate a job
Right To Work Documentation	12 months from point of completion	Current payroll year + 2 years	Required to validate the candidates right to work in the UK
Contracts / Worker T&Cs	N/A – only applicable if work is found for them	6 Years	Kept longer for legal reasons. To be filed separately from the rest of the worker files.
Health Questionnaires and Health Assessments	N/A – only applicable if work is found for them	40 Years	Kept longer for legal reasons. To be filed separately from the rest of the worker files.
48 Hour Working Time Directive	N/A – only applicable if work is found for them	Current payroll year + 2 years	
Assessments	12 months from point of completion	Current payroll year + 2 years	
PPE Deduction Forms and Confirmation	N/A – only applicable if work is found for them	To be destroyed securely once the details have been passed to HO to process	
References	12 months from point of completion	Current payroll year + 2 years	
Outcome of Occupational Health Review	N/A – only applicable if work is found for them	40 Years	Kept longer for legal reasons. To be filed separately from the rest of the worker files.
DBS	6 months from point received	6 months from point received	
Driving and Alcohol Tests (contract specific)	12 months from point of completion	Current payroll year + 2 years	
Disciplinary & Greivance Records	N/A – only applicable if work is found for them	Current payroll year + 2 years	
Communications & Letters – e.g. emails, texts sent to offer work, changes to their rates, general business communications	12 months from point of completion	Current payroll year + 2 years	
Sick, Paternity & Maternity Notes	N/A – only applicable if work is found for them	Current payroll year + 2 years	

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Client Specific Paperwork	12 months from point of completion	Current payroll year + 2 years	
CVs	3 months after information provided	Current payroll year + 2 years	
Pre Application Forms	3 months after information provided	N/A	
Driving Licences	12 months from point of completion	Current payroll year + 2 years	
Candidate Assignment Forms	N/A – only applicable if work is found for them	Current payroll year + 2 years	
Accident Information	N/A – only applicable if work is found for them	40 Years	Kept longer for legal reasons. To be filed separately from the rest of the worker files.
Next of Kin Information	N/A – only applicable if work is found for them	Current payroll year + 2 years	
Timesheets / Payroll Exports / Manning Sheets / T&A Data	N/A – only applicable if work is found for them	Current payroll year + 2 years	
Tupe Information – provided to us by other agencies or information provided by us for another agency	N/A – only applicable if work is found for them	Any Candidate information to be kept for current payroll year + 2 years	Any Financial information supplied or provided as part of the TUPE process should be kept for 7 years in accordance with other financial information
Training Records	N/A – only applicable if work is found for them	Current payroll year + 2 years	NOTE: any online training user details will be deleted once a worker has left so we are not incurring licencing costs unnecessarily
Tachno Records	N/A – only applicable if work is found for them	Current payroll year + 2 years	

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CLIENT DOCUMENT TYPE	RETENTION PERIOD – DATA DESTROYED AFTER:	REASON FOR HAVING THE INFORMATION:
Work Orders	5 years	As per current Quality Manual
Client T&Cs	Current + previous	
Health & Safety Checklists	40 years	Kept longer for legal reasons. To be filed separately from the rest of the worker files.
New Customer Forms	Copies of the New Client Form are uploaded on to our CRM system with all soft copies destroyed.	

HEAD OFFICE DOCUMENT TYPE	RETENTION PERIOD – DATA DESTROYED AFTER:	REASON FOR HAVING THE INFORMATION:
Weekly / Monthly HO Payroll Processing Documents	7 years	
Operational Staff Expense Records	7 years	
Invoices & Credit Notes sent to clients	7 years	
Remittances & BACs	7 years	
Client or Supplier Debt records	7 years	
Legal dispute documentation	7 years	
Operational staff licence information & checks	3 years	Kept in HR