



DATA RETENTION POLICY

The Purpose of this document is a vital part of UK Engineering Recruitment Ltd Data Protection Policy and is to ensure personal data is retained for an appropriate period of time – neither too long nor too short with the aim to provide work finding services to applying candidates.

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.

'*personal data*' means any information relating to an individual who can be identified, such as by a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

'*sensitive personal data*' means *personal data* revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the *processing* of genetic data, biometric data, data concerning health, an individual's sex life or sexual orientation and an individual's criminal convictions.

The employment business, in relation to work finding services providing us with legitimate interest, will store your data as detailed below for a period of 7 years from:

- a) Receipt of your CV for work finding services
- b) The last date of contact via, email, telephone and/or social media, which will be recorded by the employment business
- c) and/or; Completion of full consent documentation

All documentation is stored electronically to maintain and control all records in a secure and traceable manner. All documentation in relation to yourself during work finding services and the retention period is monitored and audited by ISO9001:2015

Where Nuclear vetting processes are carried out storage of specific required documents will be retained as per guidance from EDF and our document reference NVP04

Upon expiry of any of the above period the Company will seek further consent from you to renew and continue work finding services. Where consent is not granted the Company will cease to process your personal data/and sensitive personal data.

List names of those responsible for:

- adding, amending or deleting *personal data*; Catherine Win, Michelle Johnson, Sarah Hall, Shaun Johnson, and Tanya Lynch.
- responding to subject access requests/requests for rectification, erasure, restriction data portability, objection, automated decision-making processes and *profiling* and withdrawal of *consent*; e Michelle Johnson and/or Catherine Win.
- reporting data breaches/dealing with complaints; and/or details of the Data Protection Officer where applicable Catherine Win Director.