



Company Name:	Lotus Solutions
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Privacy Notice:	Data Retention Policy
Topic:	Data protection
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Lotus Solutions operates a strict data minimisation procedure, i.e. not keeping data for longer than is necessary; The retention periods for all data processed are outlined in the below table alongside the source of this requirement.

Record Keeping – Documents to Retain and for How Long	
Document Type	How Long to Keep for – and Source of requirement
Personnel Records	
<ul style="list-style-type: none"> • Work-Seeker Records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt-out notices and interview notes for unsuccessful candidates • Hirer records including client details, terms of business (see below), assignment/vacancy details 	1 year from the last date of supply or introduction to your client (Conduct of Employment Agencies and Employment Business regulations 2003 (Conduct Regulations))
Terms of engagement with temporary worker and terms of business with clients.	6 years in order to deal with any civil action in the form of a contractual claim. (Limitation Act 1980) 6 Years is not a minimum legal requirement but is the time period in which a contractual claim can be made. This must be already under way in order to keep these records over the 1 year specified above.



Working Time Records <ul style="list-style-type: none"> • 48hr opt-out notices • Annual leave records 	2 years from the time they were created
Annual appraisal/assessment records	No specific period – under data protection laws these will only be kept for as long as is necessary
References	1 year following the introduction or supply of a work-seeker to a client (Conduct of Employment Agencies and Employment Business regulations 2003 (Conduct Regulations))
Records held relating to right to work in the UK	2 years after employment or engagement has ended – must not be alterable
Criminal records checks/DBS Checks	There is no longer than a 6 month time limit on how long DBS Certificates can be kept for.
National Minimum Wage documentation: <ul style="list-style-type: none"> • Total pay by the worker and the hours worked by the worker • Overtime/shift premia; • Any deduction or payment of accommodation; • Any absences e.g. rest breaks, sick leave, holiday • Any travel or training during working hours and its length; • Total number of hours in a pay reference period 	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 our business needs but will 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 – these will be kept for 4 years.
Gender pay gap reporting	1 year – but the statement must be kept on the Government website and our own (if applicable) for 3 years
Company Financial Records	
VAT	6 years
Company Accounts <ul style="list-style-type: none"> • Payroll information • CIS Records 	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