

# Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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# Records Retention Policy

## 1. Introduction

These guidelines support the Company's Data Protection Policy and adopt its definitions.

The guidelines are intended to ensure that the Company processes personal data in the form of employment records in accordance with the personal data protection principles, in particular that:

- Personal data must be collected only for specified, explicit and legitimate purposes. It must not be further processed in any manner incompatible with those purposes.
- Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed. When personal data is no longer needed for specified purposes, it is deleted or anonymised as provided by these guidelines.
- Personal data must be accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate.
- Personal Data must not be kept in an identifiable form for longer than is necessary for the purposes for which the data is processed.
- Personal Data must be secured by appropriate technical and organisational measures against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

The CEO is responsible for overseeing these guidelines. Any questions about the operation of the guidelines should be submitted to the CEO.

## 2. Location of Employment Records

The Company's CEO holds employment records and can be contacted with any enquiries relating to your personal data.

## 3. Keeping Information up to Date

The Company needs to ensure that your personal details are up to date and accurate.

When you first start working for the Company, we record your name, address, next of kin, and contact telephone details. In the event that any of these change you should inform your Line Manager. You will be invited to review and update personal information on a regular basis.

These provisions are intended to complement the data subject rights referred to in the Data Protection Policy.

#### **4. General Principles on Retention and Erasure**

The Company's approach to retaining employment records is to ensure that it complies with the data protection principles referred to in these guidelines and, in particular, to ensure that:

Employment records are regularly reviewed to ensure that they remain adequate, relevant and limited to what is necessary to facilitate you working for the Company.

Employment records are kept secure and are protected against unauthorised or unlawful processing and against accidental loss, destruction or damage. Where appropriate the Company uses anonymisation to prevent identification of individuals.

When records are destroyed, whether held as paper records or in electronic format, the Company will ensure that they are safely and permanently erased.

#### **5. Retention and Erasure of Recruitment Documents**

The Company retains personal information following recruitment exercises to demonstrate, if required, that candidates have not been discriminated against on prohibited grounds and that recruitment exercises are conducted in a fair and transparent way.

The Company's candidate privacy notice advises candidates how long the Company expects to keep their personal information for, once a recruitment decision has been communicated to them. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the Company.

Information relating to successful candidates will be transferred to their employment record with the Company. This will be limited to that information necessary for the working relationship and, where applicable, that required by law.

Following a recruitment exercise information, in both paper and electronic form, will be held by the CEO. Destruction of that information will take place in accordance with these guidelines.

#### **6. Retention and Erasure of Employment Records**

The Company has regard to recommended retention periods for particular employment records set out in legislation, referred to in the table below. However, it also has regard to legal risk and may keep records for up to seven years (and in some instances longer) after your employment or work with us has ended.

Type of employment record	Retention period
<p><b>Recruitment records</b></p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• Completed online application forms or CVs.</li> <li>• Equal opportunities monitoring forms.</li> <li>• Assessment exercises or tests.</li> <li>• Notes from interviews and short-listing exercises.</li> <li>• Pre-employment verification of details provided by the successful candidate. For example, checking qualifications and taking up references. (These may be transferred to a successful candidate’s employment file.)</li> <li>• Criminal records checks. (These may be transferred to a successful candidate’s employment file if they are relevant to the ongoing relationship.)</li> </ul>	<p>Six months after notifying candidates of the outcome of the recruitment exercise.</p>
<p><b>Immigration checks</b></p>	<p>Three years after the termination of employment.</p>
<p><b>Contracts</b></p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• Written particulars of employment.</li> <li>• Contracts of employment or other contracts.</li> <li>• Documented changes to terms and conditions.</li> </ul>	<p>While employment continues and for seven years after the contract ends.</p>
<p><b>Collective agreements</b></p>	<p>Any copy of a relevant collective agreement retained on an employee’s record will remain while</p>

Collective workforce agreements and past agreements that could affect present employees.	employment continues and for seven years after employment ends.
<p><b>Payroll and wage records</b></p> <p>Details on overtime.</p> <p>Bonuses.</p> <p>Expenses.</p> <p>Benefits in kind.</p>	<p>These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
<b>Current bank details</b>	Bank details will be deleted as soon after the end of employment as possible once final payments have been made
<b>PAYE records</b>	<p>These must be kept for at least three years after the end of the tax year to which they relate. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
<b>Payroll and wage records for companies</b>	<p>These must be kept for six years from the financial year-end in which payments were made. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.</p>
<b>Payroll and wage records for unincorporated businesses</b>	These must be kept for five years after 31 January following the year of assessment. However, given their potential relevance to pay disputes they will be retained for seven years after employment ends.
<b>Records in relation to hours worked and payments made to workers</b>	These must be kept for three years beginning with the day on which the pay reference period immediately following that to which they relate ends. However, given their potential relevance to pay disputes they will be retained for seven years after the working relationship ends.

<p><b>Records of annual leave and holiday pay records</b></p>	<p>Six years because legislation requires employers to keep detailed records of employees' annual leave and holiday pay entitlements and actual payments for a minimum of six years.</p>
<p><b>Travel and subsistence.</b></p>	<p>While employment continues and for seven years after employment ends.</p>
<p><b>Record of advances for season tickets and loans to employees</b></p>	<p>While employment continues and for seven years after employment ends.</p>
<p><b>Personnel records</b></p> <p>These include:</p> <ul style="list-style-type: none"> <li>• Qualifications/references.</li> <li>• Consents for the processing of special categories of personal data.</li> <li>• Annual leave records.</li> <li>• Annual assessment reports.</li> <li>• Disciplinary procedures.</li> <li>• Grievance procedures.</li> <li>• Death benefit nomination and revocation forms.</li> <li>• Resignation, termination and retirement.</li> </ul>	<p>While employment continues and for seven years after employment ends.</p>
<p><b>Records in connection with working time</b></p> <p>Working time opt-out</p>	<p>Three years from the date on which they were entered into.</p>
<p><b>Records to show compliance</b>, including:</p> <ul style="list-style-type: none"> <li>• Time sheets for opted-out workers.</li> <li>• Health assessment records for night workers.</li> </ul>	<p>Three years after the relevant period.</p>
<p><b>Maternity records</b></p> <p>These include:</p>	<p>Four years after the end of the tax year in which the maternity pay period ends.</p>

<ul style="list-style-type: none"><li>• Maternity payments.</li><li>• Dates of maternity leave.</li><li>• Period without maternity payment.</li><li>• Maternity certificates showing the expected week of confinement.</li></ul>	
<p><b>Accident records</b></p> <p>These are created regarding any reportable accident, death or injury in connection with work.</p>	<p>For at least four years from the date the report was made.</p>