

(last updated May 2024)

Document type	Legal requirement on how long to keep for (and source of requirement)	Ten2Two Retention Policy after Review of value as a source of information about the Business, its operations and relationships
Personnel records		
<ul style="list-style-type: none"> One-to-one coaching booking records including personal details, session details and session outcome. Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt-out notices and interview notes Hirer records including client details, terms of business (see below), assignment/vacancy details. 	<p>There is no legal obligation to keep records for this service.</p> <p>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))</p> <p>Please note, there is no legal obligation to keep records where you take no action in relation to an application. (NB: REC clarification sought in May 2018: there is no obligation to keep records for candidates submitted or those who attended an interview.)</p>	<p>Records will be deleted on 13th March 2025 unless explicit permission is given to retain for the delivery of other services.</p> <p>18 years from the date of registration.</p> <p>Due to the unique nature of the Ten2Two business model, it has been deemed that a retention period of 18 years is suitable for work-seeker records and hirer records.</p> <p>Ten2Two operates as a membership organisation and its members remain with us through the lifecycle of raising a family; an average of 18 years.</p> <p>Many members stay engaged regardless of their job search status in order to participate in Ten2Two's regular professional development programme.</p> <p>Members can cancel their membership at any time should they wish their records to be destroyed in a shorter time frame. We have incidents where we have placed candidates over 10 years from their initial registration.</p> <p>Equally, our clients return to us but mainly on an occasional basis as only part of their work-force is of a</p>

		<p>part-time nature. Their expectation is that we will remember them, the candidate previously placed and the terms agreed. We therefore deem it necessary to retain client records for 18 years.</p>
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Terms of engagement with temporary worker and terms of business with clients	<p>6 years to deal with any civil action in the form of contractual claim (Limitation Act 1980) (5 years in Scotland).</p> <p>Please note that 6 years is not a minimum legal requirement but is the time period in which a contractual claim can be made. You will still have to establish why it is necessary to keep these records.</p>	18 years as above. We have examples of temporary assignments over 10 years long.
<p>Working time records:</p> <ul style="list-style-type: none"> • 48 hour opt out notice • Annual leave records 	2 years from the time they were created	18 years
Annual appraisal/assessment records	No specific period – under data protection laws you should only keep records for as long as is necessary.	5 years after employee leaves
References	Under data protection laws, only keep records for as long as is necessary. However, the Conduct Regulations require references to be kept for 1 year	Minimum 1 year or whilst candidate is still registered as a member.
	following the introduction or supply of a work-seeker to a client.	
Records held relating to right to work in the UK	Minimum 2 years after employment or engagement – must not be alterable.	<p>Temporary workers - Minimum 3 years after employment or engagement – must not be alterable.</p> <p>Permanent Work Seekers – whilst candidate is registered as a member.</p>
Criminal records checks/ Disclosure Barring checks	There is no longer a 6 month time limit on how long DBS certificates can be kept for. When it comes to handling and storing certificates the new DBS Code requires registered bodies to 'handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998'.	N/A

<p>National Minimum Wage documentation:</p> <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 eg rest breaks, sick leave, holiday; • Any travel or training during working hours and its length; • Total number of hours in a pay reference period 	<p>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)</p> <p>Or 6 years (5 in Scotland) in order to show that you have paid at least national minimum wage rates if a breach of contract claim is brought against you.</p>	<p>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)</p> <p>Or 6 years (5 in Scotland) in order to show that you have paid at least national minimum wage rates if a breach of contract claim is brought against you.</p>
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)	3 years after employee leaves
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates	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. For further information please see The Pensions Regulator's detailed guidance for employers .	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 organisations own website for 3 years).	N/A
Company financial records		
VAT	6 years –please see an overview of VAT record keeping on the Gov.uk website .	6 years
Company accounts	6 years –please see an overview of running a limited company on the Gov.uk website .	6 years

<ul style="list-style-type: none">• Payroll information• CIS records	3 years from the end of the tax year – please CIS record-keeping and PAYE record-keeping guidance on the Gov.uk website.	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.	Report due every quarter, to be kept for no less than 3 years after the end of the tax year to which they relate.