

## **GDPR - DATA RETENTION POLICY WITH SCHEDULE**

**This is the Data Retention Policy of UK Productions Ltd.**

### **Introduction**

We recognise that in the running of our business, we collect and process personal data from a variety of sources. This personal information is collated in several different formats including letters, emails, legal documents, employment records, operations records, images and statements. The personal data is held in both hard copy and electronic form.

### **Aims of the policy**

Our business will ensure that personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfill our statutory obligations and the provision of goods or/and services - as required by the data protection legislation, including the General Data Protection Regulation (GDPR).

### **Retention**

This retention policy (with its schedule), is a tool used to assist us in making decisions on whether a particular document should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and our business practices.

Decisions around retention and disposal should be taken in accordance with this policy.

Where a retention period of a specific document has expired, a review should always be carried out prior to the disposal of the document. This does not have to be time-consuming or complex. If a decision is reached to dispose of a document, careful consideration should be given to the method of disposal.

### **Responsibility**

We are responsible for keeping this retention schedule up to date, to reflect changing business needs, new legislation, changing perceptions of risk management and new priorities for our business.

We are responsible for determining (in accordance with this Policy) whether to retain or dispose of specific documents.

We will review this schedule if in any doubt about minimum retention periods or if the retention of a document is necessary for a potential claim.

### **Disposal**

We must ensure that personal data is securely disposed of when it's no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The method of disposal should be appropriate to the nature and sensitivity of the documents concerned and includes:

- Non-Confidential records: place in waste paper bin for disposal

**UK Productions Ltd**

PO Box 944, Godalming, GU7 9NQ

T: 01483 423600 E: [mail@ukproductions.co.uk](mailto:mail@ukproductions.co.uk) W: [ukproductions.co.uk](http://ukproductions.co.uk)

Registered Office: Bourne House, Queen Street, Gomshall, Surrey GU5 9LY Registered in England No. 2860662

- Confidential records: shred documents
- Deletion of Computer Records
- Transmission of records to an external body
- Cloud storage

The table below contains the retention period that we have assigned to each type of record. This will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents to be kept for either shorter or longer periods.

Date created: 2<sup>nd</sup> April 2018

Date of review: 2<sup>nd</sup> April 2019

### Appendix 1: Document retention schedule

Type of record	Retention period	Where is it stored?	Reason	Method of deletion
<b>Employment records:</b>				
PAYE records	6 years from end of fiscal year	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Maternity and paternity pay records	6 years from end of fiscal year	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Medical and health records	30 years after employment ceases	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Unsuccessful candidates	6 months after last action	Cloud / C drive	Legal	Delete file from Cloud/C drive
Accident report forms	6 years after last action	Cloud / C drive	Legal	Delete file from Cloud/C drive
Parental leave records	5 years from birth of child	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Employment records: redundancy, equal opportunities; health & welfare records	6 years after last action	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Employees that left the business: emergency contacts and bank account details	Delete contacts immediately after making final salary payment. Bank details as per PAY records	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive

Pay & tax: pay deductions, tax forms, payroll, loans	6 years after last action	Cloud / C drive	Legal	Delete file from Cloud/C drive
Records of formal disciplinary actions in employee file	6 years after last action	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
Records of formal grievances in employee file	6 years after last action	Cloud / C drive	In line with payroll records	Delete file from Cloud/C drive
<b>Commercial contracts:</b>				Delete file from Cloud/C drive
Contracts with suppliers	6 years after last action	Cloud / C drive	In line with Financial records	Delete file from Cloud/C drive
Contracts signed as a deed	12 years after last action	Cloud / C drive		Delete file from Cloud/C drive
Guarantees and indemnities	Term of the guarantee plus 6 years	Cloud / C drive	In line with Financial records	Delete file from Cloud/C drive
Purchase orders and invoices	7 years after last action	Cloud / C drive	In line with Financial records	Delete file from Cloud/C drive
<b>Tax and Accounting Records:</b>				
Tax returns	10 years from end of fiscal year	Cloud / C drive	Audit	Delete file from Cloud/C drive
Accounting & financial management information	6 years from end of fiscal year	Cloud / C drive	Legal	Delete file from Cloud/C drive
Stock transfer forms and share certificates	20 years from purchase	Cloud / C drive	Legal	Delete file from Cloud/C drive
<b>Marketing records:</b>				
Mailing lists	1 year after last action	Cloud / C drive	To assist with audit	Delete file from Cloud/C drive
<b>Operational records:</b>				
Vehicles	N/A	N/A		

Closed circuit television recordings	Destroy 4 weeks from the date recorded except where required as evidence	Local recorder		Delete file from Cloud/C drive
Fire Risk Assessments	Retain until superseded	Cloud / C drive		Delete file from Cloud/C drive
Policies/Procedures	7 years	Cloud / C drive		Delete file from Cloud/C drive
Complaints	6 years from end of fiscal year	Cloud / C drive		Delete file from Cloud/C drive
Building lease/deeds (i.e.)	Destroy 6 years after property is no longer occupied	Cloud / C drive		Delete file from Cloud/C drive
Maintenance contracts	15 years from last action	Cloud / C drive		Delete file from Cloud/C drive
Website FAQs	N/A			
Property plans and surveys	25 years	Cloud / C drive		Delete file from Cloud/C drive
Insurance schedules	10 years after last action	Cloud / C drive		Delete file from Cloud/C drive
Pat tests, fire hazard tests	6 years from last action	Cloud / C drive		Delete file from Cloud/C drive
Register of members	Life of company	Cloud / C drive		Delete file from Cloud/C drive
Memorandum of association	Life of company	Cloud / C drive		Delete file from Cloud/C drive
Register of directors and secretaries	Life of company	Cloud / C drive		Delete file from Cloud/C drive
Employer's liability insurance certificates	Life of company	Cloud / C drive		Delete file from Cloud/C drive
<b>Intellectual property records:</b>				Delete file from Cloud/C drive
Copyright material	50 years from expiry	Cloud / C drive		Delete file from Cloud/C drive
<b>Email records:</b>				

Email correspondence	Archive emails after 6 years	Cloud / C drive		Microsoft Outlook Archive tool.
----------------------	------------------------------	-----------------	--	---------------------------------