

Retention of Personal Data Policy

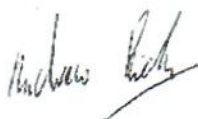
The GDPR (2018) requires employers to be transparent about their data retention policies and procedures.

- We are required as an employer to identify the legal basis for retaining each category of personal data.
- We must keep the minimum amount of personal data that is necessary for the purpose for which it is held and access to the personal data must be restricted so that it is used only for the specific purpose.
- There are additional requirements relating to the retention of special categories of data and criminal records data.
- This document sets out a policy on the retention periods for particular types of HR personal data, based on the purpose for holding the data and the needs of the business.

Key Principles and Practices that we will uphold

- Records relating to recruitment will be destroyed six months after completion of the recruitment exercise.
- We will only keep recruitment records if a candidate provides explicit written consent to retain their records for the purposes of consideration for future roles
- We will retain the details of unsuccessful job applicants only if we have a legal basis for doing so and we will have notified them of this in a privacy notice.
- We will delete and destroy any criminal records check data and documentation retained as part of the recruitment or employment process
- Data relating to disciplinary proceedings will not be destroyed when the relevant warning expires unless explicitly specified.
- A retention period of eight months after the end of an individual's employment for personal data will be implemented.
- As part of the employer 'exit process' we will notify employees that all their personal data except that which will need to be kept for statutory purposes will be destroyed.
- Basic personal data including name, job title and date of joining and leaving the company will be retained for the purposes of responding to reference requests once the employee has left the employment of the company
- We will keep information relating to the payment of salary and bonuses for six years following the end of employment.
- We will keep information relating to health and safety matters for three years following the end of employment, and assess whether or not the possibility of latent claims means that the records need to be kept for longer.

Signed:



Managing Director

20 May 2018



**Geotechnical
Observations**

Trusted Monitoring Solutions

The Peter Vaughan Building
9 Avro Way Brooklands
Weybridge Surrey KT13 0YF
Tel: +44(0)1932 352040
Fax: +44(0)1932 356375
www.geo-observations.com