

Data Retention Policy

Fruitful Jobs Ltd. (The Company) must retain certain records containing your personal data, special category personal data, and criminal offence data (where applicable) for periods defined by law. For these, and for other records containing your personal data, special category personal data and criminal offence data (where applicable) the Company will retain this information in either or both paper and electronic form for the periods specified in this policy.

Where processing is based on consent, the Company will retain the information only for as long as necessary to fulfil the purpose for which consent was obtained, unless a longer retention period is required by law or justified by another lawful basis.

The withdrawal of consent does not necessarily require immediate deletion where the Company is required or permitted to retain the information under another lawful basis.

The Company will securely process, store, archive and delete information containing your personal data, special category personal data and criminal offence data (where applicable) in accordance with our Data Security Policy.

All individuals have the following rights regarding their personal data:

1. The right to be informed – You have the right to know what information we hold about you, what we are using it for, who we are sharing it with, how long we are keeping it and on what basis we are processing the data.
2. The right of access – If you would like to see the records we hold on file for you
3. The right to rectification – If you believe we are holding incorrect information.
4. The right to erasure – You can ask us to remove your information from our records.
5. The right to restrict processing – You can ask us to stop processing it.
6. The right to data portability – If you want to take your data to another organisation
7. The right to object – You have the right to object to your data being processed.
8. The right not to be subject to automated decision-making (including profiling) – Subject to certain conditions, you have rights in relation to decisions based solely on automated processing where those decisions produce legal or similarly significant effects.

For further information regarding these rights, this policy or any other of the Company's data protection policies or practices, please visit our website or email info@fruitfuljobs.com.

Retention Principles

The Company will:

- Retain personal data only for as long as necessary and in accordance with the UK GDPR storage limitation principle
- Comply with statutory and regulatory retention requirements
- Securely delete or anonymise information that is no longer required
- Periodically review retained records to ensure continued necessity
- Document retention periods and disposal decisions where appropriate

Data record types with statutory retention periods

Document	Statutory retention period	Statutory authority
Accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos).	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and Limitation Act 1980
Accounting records	Minimum 6 years from the end of the relevant financial year	Companies Act 2006.
Income tax and NI returns, income tax records and correspondence with HMRC	At least 3 years after the end of the tax year to which the records relate (or longer where required by HMRC)	Income Tax (PAYE) Regulations 2003
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	The Control of Lead at Work Regulations 2002
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	Control of Substances Hazardous to Health Regulations 2002 (as amended)
Medical records under the Control of Asbestos at Work Regulations: medical records containing details of employees exposed to asbestos and medical examination certificates	(medical records) 40 years from the date of the last entry; (medical examination certificates) 4 years from the date of issue	The Control of Asbestos at Work Regulations 2012
Medical records under the Ionising Radiations Regulations 1999	until the person reaches 75 years of age, but in any event for at least 50 years.	The Ionising Radiations Regulations 2017
Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out	Control of Substances Hazardous to Health Regulations 2002 (as amended)
Records relating to children and young adults	until the child/young adult reaches the age of 21	Limitation Act 1980

Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place.	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
Records demonstrating compliance with National Minimum Wage requirements (including working hours, pay records, deductions, timesheets and payroll records)	6 years from the end of the pay reference period to which the records relate	National Minimum Wage Act 1998 National Minimum Wage Regulations 2015 (Regulation 59)
Records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)
Records demonstrating compliance with annual leave entitlement and holiday pay requirements	6 years from the date the records were created	Working Time Regulations 1998 (as amended) and associated employment legislation
Work-seeker records	One year after creation or one year after the last provision of work-finding services, whichever is later.	The Conduct of Employment Agencies and Employment Businesses Regulations 2003 and The Gangmasters (Licensing Conditions) Rules 2009
Records relating to dealings with other licence holders	One year from creation or, where they have been supplied by another person, from last supply.	The Gangmasters (Licensing Conditions) Rules 2009
Right to work documentation	Duration of employment plus 2 years	Immigration, Asylum and Nationality Act 2006 Home Office Employer's Guide to Right to Work Checks

Data Record types with non-statutory retention periods

Document	Retention Period
Agency worker assignment records	6 years after the assignment ends

Client contracts and terms of business	6 years after termination
Data breach records	Minimum 6 years
Data Protection Impact Assessments (DPIAs)	Minimum 6 years after superseded
Consent records	Duration of processing plus 6 years
Candidate registration records, CVs and work-seeker profiles	For successful candidates, for the time periods set out above. For unsuccessful candidates for 3 years after the recruitment process concludes.
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently*
Inland Revenue/HMRC approvals	Permanently*
Money purchase details	6 years after the transfer or the value taken
Parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance
Pension scheme investment policies	12 years from the end of any benefit payable under the policy
Pensioners' records	12 years after the benefit ceases
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases unless a longer retention period is required by law, required for pension purposes, or justified by a documented legitimate business need
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy
Senior executives' records (that is, those on a senior management team or their equivalents)	Retained only where there is a documented business, legal or historical justification and subject to periodic review.
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after the employment ceases
Trade union agreements	10 years after ceasing to be effective
Trust deeds and rules	Permanently*
Trustees' minute books	Permanently*
Works council minutes	Permanently*



*Records identified as being retained permanently will be subject to periodic review to ensure that continued retention remains necessary and proportionate.

Disposal of Records

At the end of the applicable retention period, records will be:

- Securely deleted from electronic systems
- Permanently destroyed where held in paper form
- Anonymised where appropriate
- Retained only where a documented legal, regulatory or business justification exists

The Company will ensure that disposal methods are appropriate to the sensitivity of the information involved.