

DATA RETENTION POLICY



REV	DATE	REVISION	PREPARED	CHECKED	APPROVED
1	06/03/2024	First Issue	RAG	KRC	PIH

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ASSOCIATED DOCUMENTS

Pisys Ref. Number	Title / Description

DOCUMENT REVISION NOTES

REV	Title / Description

SECTION A. DATA RETENTION POLICY

The Pisis Data Retention Policy outlines the guidelines and procedures for managing and retaining information. This policy is designed to ensure that sensitive and critical information is stored, archived, and disposed of in a secure and compliant manner. The Data Retention Policy covers various aspects such as data classification, retention periods, storage requirements, access controls, and disposal methods. Pisis need to establish clear guidelines on how long different types of information should be retained, where it should be stored, who has access to it, and how it should be securely disposed of when no longer needed.

Adhering to the Pisis Data Retention Policy helps us demonstrate compliance with data protection regulations, safeguard sensitive information, and maintain the integrity and confidentiality of their data assets.

This policy ensures that data is retained for the necessary period to meet legal and regulatory requirements, while also minimizing the risk of unauthorized access or data breaches. By following the ISO 27001 standards, Pisis has established a structured approach to data retention, including defining roles and responsibilities, implementing data classification, and regularly reviewing and updating the policy to adapt to changing business needs and security threats.

Commented [RG1]: See: Information Security Roles and Responsibilities Policy

Commented [RG2]: See: Information Classification Policy

Document	Retention period
Accounting & tax	3 years (private companies).
Immigration checks	2 years from termination of employment.
Expense accounts	6 years from the end of the related tax year.
Wage & salary records	6 years 3 years after the end of the pay reference period (national minimum wage records). <i>To meet the National Minimum Wage Act 1998.</i>
Annual leave & working time records	2 years from the date they were made. <i>To meet the Working Time Regulations 1998.</i>
Maternity, paternity, shared paternal leave & adoption records	3 years from the end of the related tax year <i>To meet the Statutory Maternity Pay Regulations 1986 or Shared Parental Leave Regulations 2014.</i>
National Insurance returns & HMRC correspondence	3 years from the end of the related tax year <i>To meet the Income Tax (Employments) Regulations 1993</i>
Accident & injury reports	3 years from the date of the last entry. If the incident involves a child or young adult, the documents should be kept until that person reaches the age of 21.
CVs & interview notes for unsuccessful job applicants	6-12 months. <i>Based on the time limits in various discrimination-related laws.</i>
Sick pay records	3 months after the time of sick leave was taken.

	<i>In case the employee makes a claim for disability discrimination.</i> Up to 6 years from the end of employment. <i>In case the employee makes a claim for breach of contract.</i>
Personnel files & training records	Up to 6 years from the end of employment.
Redundancy details	Up to 6 years from the date of redundancy.
HMRC approval documents	Permanently.
Pension records	12 years after the benefit stops or from when any benefit payable under the policy ends.
Contractual	Periods as agreed within defined contractual agreements.
Backup	Retention/cycle of media agreed with client.

Table 1 - Data Retention Table