Realise Education

Information Security, Data Protection and Secure Retention of Records (Storage of Data)

Policy & Process

Verification of Readily Accessible Records and Secure Retention of Records

Realise Ed Ltd confirms it complies fully with Regulation 29 of the Conduct Regulations and the Data Protection Act. Realise Ed Ltd keeps records which are sufficient to show compliance with the provisions of the Regulations

Realise Ed Ltd processes personal data in full compliance with the eight enforceable principles of good practice, namely that personal data must be:

a) Processed fairly and lawfully
b) Processed for limited purposes and in an appropriate way
c) Adequate, relevant and not excessive for the purpose
d) Accurate
e) Not kept longer than necessary for the purpose
f) Processed in line with data subjects' rights
g) Secure
h) Not transferred to people or organisations situated in countries without adequate protection.

The core elements of Realise Ed Ltd approach to meeting the terms of Regulation 29 of the Conduct Regulations are detailed below.

Procedure for storage of confidential documentation

MRI has implemented strict controls to ensure confidential information is retained securely. Specifically:

- Data stored electronically is held on secure networks and protected by firewalls

- All workstations are password protected. Passwords must under no circumstances be shared with other members of staff.

Members of staff are required to lock their computers when not at their desks to prevent unauthorized access

- Access to data is permitted on a “need-to-know” basis only. Staff may only access data relevant to their particular role and responsibilities

- All confidential information in written form is treated with care, and destroyed when no longer of use. This includes: handwritten notes stating a person’s name and contact numbers; hard copies of CVs; any documentation from a work seeker’s file/record; reports; statistics and training material

- Realise Ed Ltd operates a “clear desk” policy to ensure confidential information is not left on display for others to see.

- Records, such as contracts and candidate/client information are only kept for as long as deemed necessary. Any written information kept for longer than 12 months is stored off-site in a secure manner

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Procedure for deleting/removing records

Towards the end of the maintenance period, or the life of a specific record, Realise Ed Ltd surveys, reviews and erases the data, unless there is a specific, legitimate purpose behind holding it. Realise Ed Ltd recognizes the contract between permanently erasing and archiving data. When a record is archived the availability of the data and the risk of misuse mistake are limited.

Destruction of electronic records

Every single electronic record will either be destroyed or wiped to current government measures. In the event that a record is deleted from a live system, it will likewise be erased from any back-ups off of the system.

Disposal of confidential waste

Confidential waste bags and/or shredding machines are provided in MRI's office/s. Waste bags will be stored securely until collected. Under no circumstances is confidential waste to be left in unsecured areas. Any obsolete hard drives will be destroyed to prevent data recovery.

Reporting policy violations

The viability of Realise Ed Ltd endeavors depends to a great extent on MRI's employees. In the event that an employee feels s/he or another person has violated Realise Ed Ltd data protection and retention policies, the employee must report the incident immediately to a manager.

Record keeping - documents to retain and for how long:

Document Type	How long to keep for (and source of requirement)
Personnel records	
• Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt out notices and interview notes for unsuccessful candidates • Hirer records including client details, terms of business (see below), assignment/ vacancy details	1 year from the last date of supply or introduction to your client (Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations))
Terms of engagement with temporary worker and terms of business with clients	6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980) (5 years in Scotland)
Working time records: • 48 hour opt out notice • Annual leave records	2 years from the time they were created

Annual appraisal/assessment records	No specific period – under the DPA keep records only for as long as necessary
References	Under the DPA keep records only for as long as necessary. However the Conduct Regulations require references to be kept for 1 year following the introduction or supply of a work-seeker to a client
Records held relating to right to work in the UK	2 years after employment or engagement has ended
Criminal records checks/ Disclosure Barring checks	The Disclosure and Barring Service (DBS) code of practice '*Handling of DBS certificate information'* requires that DBS certificate information is kept for no longer than a period of 6 months after a recruitment decision has been made. You must consult with the DBS directly if you are required to keep the DBS certificate information for longer than 6 months (for example, to comply with the obligation under the Conduct Regulations to retain documents for 1 year from the last date of supply or introduction to your client – see above)
National Minimum Wage documentation: • Total pay by the worker and the hours worked by the worker • Overtime/shift premia; • Any deduction or payment of accommodation; • Any absences e.g. rest breaks, sick leave, holiday; • Any travel or training during working hours and its length; • Total number of hours in a pay reference period – this sets the averaging period to calculate whether a worker has been paid NMW e.g. workers paid weekly have a pay reference period of one week	3 years after the end of the pay reference period following the one that the records cover (National Minimum Wage Act 1998) HMRC advise as follows*: "you must keep records that show you pay at least the national minimum wage to anyone who works for you and is entitled to it. You must keep these records for at least three years, but it's a good idea to keep them for six years (five years in Scotland) in order to show that you have paid at least national minimum wage rates if a civil claim is brought against you"*
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)
Statutory maternity, paternity, adoption pay	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 click here
Company financial records	
VAT	6 years For details on which records to keep and how please click here
Company accounts	6 years For further information please click here
• Payroll information or CIS records	3 years from the end of the tax year For further information please click here