

Three R's Teacher Recruitment must keep personnel and financial records in order to operate our business efficiently and to comply with statutory requirements.

The chart below documents the length of time we will keep a record for determined by the type of document it is.

**Please note, Three R's Teacher Recruitment;**

- Keep documents in accordance with data protection regulations. Extra care is taken with 'sensitive personal data.'
- Are registered with the Information Commissioner's Office.
- Store documents in a secure electronic format.
- Erasure of data is managed and actioned securely.

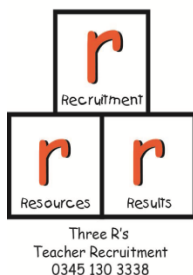
**Records are kept for the following reasons;**

- Protecting our business critical records and improving business resilience
- Ensuring our information can be found and retrieved quickly and efficiently
- Complying with legal and regulatory requirements
- Reducing risk for litigation, audit and government investigations

**Please see Gov.uk guidance on keeping records for business for further clarification**

Document type	How long to keep for (and source of requirement)
Personal Records	
Terms of engagement with temporary worker and terms of business with clients	We hold these records for 6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980)
Working time records: <ul style="list-style-type: none"> <li>• 48 hour opt out notice</li> <li>• Annual leave records</li> </ul>	Three R's hold these for 2 years from the time they were created
Annual appraisal/assessment records	All current staff records are kept for as long as necessary.
References	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 – must not be alterable.
Criminal records checks/ Disclosure Barring checks	Three R's follow guidance from the DBS on handling and storing certificates. The new

	DBS Code requires registered bodies to 'handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under GDPR.
National Minimum Wage documentation: <ul style="list-style-type: none"> <li>• Total pay by the worker and the hours worked by the worker</li> <li>• Overtime/shift premia;</li> <li>• Any deduction or payment of accommodation;</li> <li>• Any absences eg rest breaks, sick leave, holiday;</li> <li>• Any travel or training during working hours and its length;</li> <li>• Total number of hours in a pay reference period</li> </ul>	HMRC requires documentation to be kept for 3 years but in order to show we have paid at least minimum wage we retain for 6 years to ensure records can be retrieved if a breach of contract claim was brought against us.
Sickness records – statutory sick pay	Kept in line with our payroll services retention.
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 see The Pensions Regulator's detailed guidance for employers
<b>Company Financial Records</b>	
VAT	6 years
Company accounts	6 years
Payroll information CIS records	3 years from the end of the tax year
ITEPA (the intermediaries legislation) records	Report due every quarter, to be kept for no less than 3 years after the end of the tax year to which they relate.



0345 130 3338

[www.3rs-ltd.co.uk](http://www.3rs-ltd.co.uk)

