

## D.K. Holdings Retention Policy

D.K.Holdings Limited holds a great deal of information, much of which is confidential. This includes, but may not be limited to, information about:

- Our clients
- our employees
- our prospective clients
- our waste management

The following retention schedule is in operation. This lays down the length of time a record needs to be retained, after which it will be destroyed.

<b>Type of Record/Document</b>	<b>Retention Period</b>
<b><u>INDIVIDUAL CLIENT RECORDS</u></b>	
• Contact details	Minimum of 7 years / unless right to forget is exercised
• Invoice/commission account	Minimum of 7 years
• Individual GDPR consent	As long as their record is in our system
<b><u>ANTI-MONEY LAUNDERING</u></b>	
• Proof of ID	7 years
• Proof of address	7 years
<b><u>ACCOUNTING/FINANCIAL RECORDS</u></b>	
• Accounting records ( <i>normally taken to mean records which enable a company's accurate financial position to be ascertained &amp; which give a true and fair view of the company's financial state</i> )	Minimum - 6 years for UK companies (and public companies) from the end of the financial year in which the transaction took place
• Tax returns	Minimum - 6 years
• VAT returns	Minimum - 6 years
• Budget and internal financial reports	Minimum - 3 years
<b><u>CONTRACTS AND AGREEMENTS</u></b>	
• Supplier/Customer Contracts	Minimum of 6 years after expiry of contract
• Long Term Declarations	4 years
<b><u>EMPLOYEE / PERSONNEL RECORDS</u></b>	
• Contracts of employment	7 years from effective date of end of contract
• Employee appraisals or reviews, Disciplinary records and staff personnel file	Duration of employment plus 7 years
• Payroll, salary, maternity pay records	6 years
• Pension or other benefit schedule records	Possibly permanent, depending on nature of scheme
• Job application and interview/rejection records (unsuccessful applicants)	6 months unless consent sought from applicant to hold for longer
• Immigration records	4 years
• Health records	At least 40 years from the date of last entry.
<b><u>INSURANCE RECORDS</u></b>	
• Insurance policies (will vary - private, public, professional indemnity)	Duration of policy (or as required by policy) plus a period for any run-off arrangement and coverage of insured risks: ideally, until it is possible to calculate that no living person could make a claim.
• Correspondence related to claims/ renewals/ notification re: insurance	Minimum - 7 years
<b><u>ENVIRONMENTAL &amp; HEALTH RECORDS</u></b>	
• Maintenance logs	10 years from date of last entry
• Accident at work records (staff)	Minimum - 4 years from date of accident, but review case-by-case where possible
• Staff use of hazardous substances	Minimum - 7 years from end of date of use
• Risk assessments (carried out in respect of above)	7 years from completion of relevant project, incident, event or activity.
• Non-hazardous Waste Management transfer notes	Minimum 2 years
• Hazardous Waste Management transfer notes	Minimum 3 years