

D.K. Holdings Retention Policy

D.K.Holdings Limited holds a great deal of information, much of which is confidential. This may be information about:

- ❑ Our clients
- ❑ our employees
- ❑ our prospective clients

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.

Type of Record/Document	Retention Period
<u>INDIVIDUAL CLIENT RECORDS</u>	
• AML proof of ID and address	Minimum of 7 years
• Contact details	Minimum of 7 years / until right to forget is exercised
• Invoice/commission account	Minimum of 7 years
• Individual GDPR consent	As long as their record is in our system
<u>ANTI-MONEY LAUNDERING</u>	
• Proof of ID	Minimum of 7 years
• Proof of address	Minimum of 7 years
<u>ACCOUNTING/FINANCIAL RECORDS</u>	
• Accounting records (<i>normally taken to mean records which enable a company's accurate financial position to be ascertained & 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
<u>CONTRACTS AND AGREEMENTS</u>	
• Supplier/Customer Contracts	Minimum of 6 years after expiry of contract
<u>EMPLOYEE / PERSONNEL RECORDS</u>	
• Contracts of employment	Minimum - 7 years from effective date of end of contract
• Employee appraisals or reviews, Disciplinary records and staff personnel file	Duration of employment plus minimum of 7 years
• Payroll, salary, maternity pay records	Minimum - 6 years
• Pension or other benefit schedule records	Possibly permanent, depending on nature of scheme
• Job application and interview/rejection records (unsuccessful applicants)	Minimum – 6 months unless consent sought from applicant to hold for longer
• Immigration records	Minimum - 4 years
• Health records relating to employees	Minimum of 7 years from end of contract of employment
<u>INSURANCE RECORDS</u>	
• 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
<u>ENVIRONMENTAL & HEALTH RECORDS</u>	
• 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.