



POL/018

Integrated Management System

Last Review: 12<sup>th</sup> May 25

Next review: 12<sup>th</sup> May 26

## Data Retention Policy

H&M Security Services Ltd recognise s the sensitivity of personal data and its duty in respect of the data it holds.

The purpose of the Data Protection Act is to regulate the processing of information relating to individuals, both on computerised and manual records. The Act places an obligation on those who use and record personal data. The Act sets out 8 principles, which established enforceable standards for processing information as well as requiring appropriate security.

The computer Misuse Act introduces the power to prosecute individuals who deliberately and without authority, access and/or misuse computer systems.

The Data Protection Act 1998 together with the Computer Misuse Act 1990 affects every member of staff including temporary and contract staff.

### The Data Protection Principles

Personal data must be:

1. Obtained fairly and lawfully.
2. Held only for lawful purposes and not processed in a manner incompatible with the purpose.
3. Adequate, relevant and not excessive in relation to the purpose for which it is held.
4. Accurate and where necessary kept up to date.
5. Not kept longer than is necessary.
6. Processed in accordance with the rights of the data subject.
7. Appropriate technical and organisational security against unauthorised or unlawful processing of personal data.
8. Not to be transferred to countries or territories outside of the EEA unless there are adequate levels of data protection in place.

### Your Responsibilities

- You may only access, use and disclose data from systems for the registered purpose.
- Stick to the Data Protection Principles.
- Ensure confidentiality of all data.
- Ensure the accuracy of the data you record.
- Comply with procedures for disclosing information.

### Do's and Don'ts

#### Do

- Dispose of confidential waste properly.
- Keep records up to date.
- Log off and secure your computer terminal before leaving it unattended.
- Adhere to a clear desk policy.
- Be careful to whom you disclose information.
- If in doubt seek advice.

#### Don't

- Leave files and papers lying about.
- Release or discuss people's personal details with anyone who does not have the right and need to know.



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- Let anyone else use your password.

Offences under the Data Protection Act and the Computer Misuse Act can be committed by both individuals and companies. Don't make yourself vulnerable, personal information is valuable, secure it.

**Company Policy for Retention of Documents**

As a licensed company H&M Security Services Ltd lawfully retains records in the following areas:

- Employees Personal Files
- Site based information, including contact detail
- Accident Reports
- Incident Reports
- Financial details, including invoicing

The following table sets out the companies' policy on retention of documents. The timescales have been set based on the following factors:

- Legal requirement
- Civil Litigation laws
- Operational use

Category	Manager Responsible	Retention Period	Type of data	Additional Comment
Employees Personal Files	HR Manager	7 years	Paper	
Site based information, including contact details	Operations Managers	Whilst Site Active  7 years	Paper  Electronic	Exception of <b>DOB's only retained for 3 months</b> , unless they contain details of an incident or accident, in which case retained along with incident or accident report.
Accident Reports	Operations Managers	7 years	Paper & Electronic	
Incident Reports	Operations Managers	7 Years	Paper & Electronic	
Financial details, including invoicing	Financial Director (Brian Tuite)	7 years	Electronic	
Complaints & Disciplines	HR Manager	5 years	Paper & Electronic	
Vehicle Details	Control Room Manager	2 years	Paper	

Employee Name ..... Signature: .....

Date .....



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The ultimate responsibility for this policy lies with the Managing Director who ensures that it is given and retains the highest of priorities. This policy and its implementation will be reviewed at least annually and updated as required.

Signed by:

A handwritten signature in black ink, appearing to read 'Ian Henderson', written over a horizontal dotted line.

**Ian Henderson**  
**Managing Director**  
**H & M Security Services Ltd**