

## Our Policy on Retaining your Personal Data.

All businesses must keep personnel and financial records in order to run their business efficiently and to comply with statutory requirements. The type of record will determine the length of time the record must be kept for.

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

We must keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. If you are placed in a position that requires us to take your bank details in order to get you paid, these will be kept for no longer than necessary in order to process your payments.

Where the Company has obtained your consent to process your personal and/or sensitive personal data, we will do so in line with our retention policy. This states that this data will be kept for 4 years, then upon expiry of that period the Company may seek further consent from you. Where consent is not granted the Company will cease to process your personal and/or sensitive personal data.

Here's a note of some of the personal data that we hold and for how long we keep it:

Document type	How long to keep for (and source of requirement)
<b>Personnel records</b>	
<b>Workseeker records including:</b> <b>Registration forms</b> <b>CV</b> <b>ID checks</b> <b>Interview notes</b>	<p>4 years from the last date of providing work-finding services as an Employment Agency or Employment Business.</p> <p>If you apply to one of our adverts through a job board, you will receive an email from us letting you know if you have been shortlisted or not. If you have the type of skills that we recruit for regularly, it may be that we keep your CV on our database in order to contact you about other suitable opportunities. This data is kept for recruitment purposes only. You can choose to opt out of this at any time by clicking the link in the email you will receive.</p> <p>If we don't think we will be able to provide you with work finding services we will not keep your CV on our database. Your CV is retained by idibu in their portal for 3 months, after which it will be deleted.</p>
<b>Terms of engagement with temporary worker and terms of business with clients</b>	6 years in order to deal with any civil action in the form of contractual claim (Limitation Act 1980) (5 years in Scotland).

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<b>Working time records:</b> <ul style="list-style-type: none"> <li>• 48 hour opt out notice</li> <li>• Annual leave records</li> </ul>	6 years from the time they were created
<b>References</b>	<p>The Conduct Regulations require references to be kept for 1 year following the introduction or supply of a work-seeker to a client.</p> <p>We may then ask if you are happy for us to keep your references on file for longer if they may assist in you finding future roles.</p>
<b>Records held relating to right to work in the UK</b>	2 years after employment or engagement has Ended.
<b>Criminal records checks/ Disclosure Barring Checks.</b> <b>Credit Checks</b>	Certain clients requires these checks to be done before candidates commence work, however your permission is always sought before, and Cherry Professional do not keep any of the results of the checks as they are sent directly to the end client.
<b>Bank Details</b>	<p>If you are placed in a position that requires us to take your bank details in order to get you paid, these will be kept for no longer than necessary in order to process your payments.</p> <p>If we are likely to place you in multiple temporary positions we will keep your bank details on file, so we can use them again for your next role that we may place you in. You can request they are deleted at any time after your assignment has ended.</p> <p>Your bank details will be kept for no longer than 6 months after the end of your most recent placement.</p>
<b>National Minimum Wage documentation:</b> <b>Total pay by the worker and the hours worked by the worker</b> <b>Overtime/shift premia;</b> <b>Any deduction or payment of accommodation;</b> <b>Any absences eg rest breaks, sick leave, holiday;</b> <b>Any travel or training during working hours and its length;</b> <b>Total number of hours in a pay reference period</b>	6 years in order to show that we have paid at least national minimum wage rates.
<b>Sickness records – statutory sick pay</b>	6 years for HMRC accounting purposes.
<b>Statutory maternity, paternity, adoption pay</b>	6 years for HMRC accounting purposes.

<b>Pensions auto-enrolment (including auto-enrolment date, joining date, opt in and opt out notices, contributions paid)</b>	6 years except for opt out notices which should be kept for 4 years.
<b>Company financial records</b>	
<b>VAT</b>	6 years
<b>Company accounts</b>	6 years
<ul style="list-style-type: none"> <li>• <b>Payroll information</b></li> <li>• <b>CIS records</b></li> </ul>	6 years
<b>ITEPA (the intermediaries legislation) records</b>	Report due every quarter, to be kept for no less than 3 years after the end of the tax year to which they relate.

**CCTV:**

The CCTV in The Company's Nottingham office is governed by Exeid (The Company's Property Management Company) CCTV Policy, a copy of which can be made available to you on request.

The policy states that images will be kept by Exeid for 1 month, unless a crime is being investigated, in which case they may be kept for longer.