

Retention Policy

Registered personal work-seeker records including CV, ID checks and Certificates will be retained on record for 3 years.

When the candidate and CV is put forward for a job, the candidate is accepted and they have worked for Techplus Limited, the personal work-seeker records will be retained for 6 years. The 6-year period will commence from their last working day and includes any Payroll and CIS records.

Bank account information will be securely stored and retained for 6 years.

Information which requires disposal is done so by shredding and via a reputable company.

Policy Reference:	PO13
Date Issued:	08/07/2019
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