Producing Possibility Ltd

Registered company: 15993365

Information retention policy statement

We keep accurate, proportionate records to:

- Provide a high-quality service to our clients
- Comply with all employment and company legal requirements
- Publicise our activities
- Comply with quality assurance systems.

All records are made and held in accordance with the principles of the UK GDPR and Data Protection Act 2018. Our responsibility is to ensure that our activities, whether solely or as part of another organisation, are covered by our registration with the Information Commissioner's Office.

We keep records for the period specified in the procedure below.

This policy was adopted on 22/10/2024 and will be reviewed on 22/10/2025.

Emma Varnam, Director

Retention schedule

Retention of records by Producing Possibility Ltd. **Employment records should be retained for six years after the end of employment but need only to contain sufficient information to provide a reference (e.g. training and disciplinary records).** **Copies of any reference should be retained for six years after the reference request. Director's files should be kept for six years.**	
Application form	Duration of employment, destroy when employment ends
References received	Duration of employment, destroy when employment ends
Sickness and maternity records	Six years from the end of employment
Annual leave records	Six years from the end of employment
Unpaid leave/special leave records	Six years from the end of employment
Records relating to an injury or accident at work	12 years
References given/information to enable a reference to be provided	Six years from the end of employment
Recruitment and selection material (unsuccessful candidates)	Six months after recruitment is finalised
Disciplinary records	Six years after employment has ended
Statutory maternity pay records, calculations and certificates	Retain while employed and for seven years after employment has ended
Redundancy details, calculation of payments and refunds	Seven years from the date of redundancy
Note: if an allegation has been made about the member of staff, volunteer or trustee, the staff record should be retained until they reach the normal retirement age or for ten years, if that is longer. E.g. around Safeguarding.	

Client records	
Information about client contact details, purchases and notes or correspondence made as part of providing products and services. Comments recorded on internal databases	Six years after client relationship has ended (also defined as the date of the last purchase of goods)
Signed consent forms	Destroy in line with above
DBS checks	
Record disclosure reference numbers. and date of the check and return to the staff member.	
Financial records	
Income tax and NI returns, income tax records and correspondence with HMRC	Six years from the end of the last company financial year they relate to, or longer, if: they show a transaction that covers more than one of the company's accounting periods. the company has bought something that it expects to last more than six years, like equipment or machinery.
Payroll records (also overtime, bonuses, expenses)	Not less than six years after the end of the financial year to which they relate
Corporate	
Employers liability certificate	40 years
Insurance policies	Permanently
Certificate of incorporation	Permanently
Minutes of Director meetings	Permanently
Memorandum of association	Original to be kept permanently

Articles of association	Original to be held permanently
Variations to the governing documents	Original to be stored permanently
Rental or hire purchase agreements	Six years after expiry