

CAPITAL CHASE

Capital Chase Data Ltd Retention Policy

At **Capital Chase Ltd** we are committed to providing the highest level of service to our clients and candidates alike. This involves how we store and use your information across our business from applying to a job through us to hopefully landing you the job that you dreamed of and not requiring our services any longer for now!

Everyone has rights with regard to how their personal information is handled including the collection, storage, processing and disposal of personal information. Our policy is subject to certain legal safeguards specified in the Data Protection Acts 1988 & 2003 ('The Acts') and the Data Protection Act 1998.

At **Capital Chase Ltd** we use specialist recruitment industry software to manage your CV and registration details, payroll processing, communication and application process. This system is only accessible with individual login details from our Managers, Consultants and Administrators and we will never pass your details to a client or any third party (E.g for references) without your consent.

As a business we deal with candidates every day, and therefore our database is huge. Unfortunately, this means we cannot store all data forever, and so we have identified an appropriate retention policy to which we will archive certain candidate and client records held in our in house system after periods outlined below. These records are not deleted, but kept in a secure server storage where if required we will be able to retrieve.

Where we post a job advertisement online directly, applications to these websites will be centralised in a database system that does not directly feed the applications to our in-house system. These applications will be deleted after a minimum period of five years, after which deletion takes place there is no capacity to retrieve these records. We can only control such websites that we have permission to advertise with directly. Unfortunately this policy cannot extend to websites who copy our advertisements without our permission/ consent and can therefore not control the usage or disposal of your data.

In addition to our regular archiving process, you can have the option to have your record archived should you so wish. You simply need to ask by emailing our Quality and Compliance Manager, Hayley Lewis on info@capitalchase.com with the following information so we can ensure that we archive the correct record. Information needed in an archive request:

- Full name
- Date of Birth
- Address
- National Insurance Number
- Reason for the Archive request

Length of time records will be available live before being archived (having had no refreshed contact/request for work seeking activity):

- PAYE/LCC CV/ registration records -5 years + current year
- Derogation worker records – 5 years + current year
- Client records (Inactive) -5 years
- Permanent Vacancy records -5 years
- Temporary Vacancy records – 5 years after assignment ending
- **Capital Chase Ltd** will continue to review the effectiveness of this policy to ensure it is achieving its stated objective on at least an annual basis and more frequently if required taking into account changes in the law and organisational or security changes.