

Who We Are (The Company)

APG Cover is a trading style of Future 45 Limited (The Company)

ADDRESS The Business & Technology Centre, Stevenage SG1 2DX

COMPANY REGISTRATION No 5407413

DATA PROTECTION REGISTER No Z933878X

FINANCIAL CONDUCT AUTHORITY (FCA) No. 461102

0208 543 6006

email@apgcover.co.uk

Scope Of The Policy

This policy applies to all records created, received or maintained by employees in the course of carrying out its functions.

Records are defined as all those documents required by The Company on a day to day basis and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

Responsibilities

The Data Protection Officer (DPO) has overall responsibility for this policy. Refer to the GDPR APG COVER Data Protection Officer Policy for further details about the DPO.

The Company has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment and the person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely.

Employees of The Company must ensure that records for which they are responsible are accurate and maintained and disposed of in accordance with company policy.

Safe Disposal of Records

Records identified for destruction will be disposed of in the appropriate way.

Refer to the GDPR APG COVER Disposal Policy for further details.

Transfer of Information

Where lengthy retention periods have been allocated to records, we may consider converting paper records to other media. The lifespan of the media and the ability to migrate data where necessary will always be considered.

Lawful Retention Periods

Accounting

Private companies 3 years
Public companies 6 years

HMRC

HMRC correspondence 3 years after the end of the financial year

Payroll

SMP 3 years after the end of the tax year in which the period ends
Salary, overtime, bonuses 6 years
Expenses 6 years
National Minimum Wage 3 years after the end of the consequent pay reference period
Working time 2 years after they are made
Retirement Benefits Schemes 6 years from the end of the scheme year

Children

Children / young adults until the child reaches 21

Recommended Retention Periods

HMRC

Inland Revenue / HMRC approvals Permanently

Health and Safety

Assessments under H&S regulations and records of consultations with safety representatives and committees Permanently

Recruitment

Application forms and interview notes 6 – 12 months

Employees

Pension scheme investment policies 12 years from the ending of any benefit payable under the policy
Pensioners records 12 years after the end of the benefit
Personnel files, training records 6 years after the end of employment
Redundancy details 6 years after the date of redundancy
SSP 6 years after employment ceases is advisable
Time cards 2 years after the audit
Trade Union agreements 10 years after the end of the agreement
Works Council minutes Permanently

More Information

If you're looking for more information, please let us know by contacting our Data Protection officer by telephone, email or post. All contact details are available at the top of this document.