

# ICTQual AB

## Data Retention Policy



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# **ICTQual AB**

## **Data Retention Policy**

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### 1. Purpose

The purpose of this **Document Retention Policy** is to establish guidelines for retaining, storing and securely disposing of ICTQual AB's documents in compliance with legal and regulatory requirements. This policy ensures systematic management of records throughout their lifecycle, from creation to eventual disposal, reducing the risk of retaining unnecessary or outdated documents.

### 2. Scope

This policy applies to:

- All documents created, received, or maintained by ICTQual AB, regardless of format (paper, digital, or electronic).
- Employees, contractors and third parties are involved in the creation, storage, or management of ICTQual AB documents.
- Approved Training Centres (ATCs) who may handle documents on behalf of ICTQual AB.

### 3. Policy Statement

ICTQual AB is committed to ensuring that all documents are retained and disposed of in a secure, systematic and compliant manner. Documents will be retained for a period consistent with legal and regulatory requirements, business needs and operational practices. All employees and third parties must adhere to this policy when handling documents.

### 4. Legal and Regulatory Requirements

ICTQual AB acknowledges its obligation to comply with various laws and regulations related to document retention, including:

- **The Data Protection Act 2018 (UK) and General Data Protection Regulation (GDPR)** for personal data retention.
- **The Companies Act 2006 (UK)** for financial records retention.
- **The Income Tax (Earnings and Pensions) Act 2003 (UK)** for tax-related documents.
- **The Health and Safety at Work Act 1974 (UK)** for health and safety records.
- **International Standards for Information Management** such as ISO 15489.

*The retention periods for certain document categories may vary based on the industry, type of document and jurisdictional requirements.*

### 5. Document Categories and Retention Periods

ICTQual AB will retain documents in the following categories based on their legal, regulatory and operational needs:

#### 5.1 Financial Documents

- **Invoices, Receipts and Accounting Records:** Retained for a minimum of 6 years in accordance with tax and accounting regulations.
- **Audit Reports:** Retained for a minimum of 6 years after the end of the audit period.
- **Tax Returns and Supporting Documentation:** Retained for 7 years after submission.

#### 5.2 Employee and Personnel Records

- **Employee Contracts and Agreements:** Retained for 6 years after the termination of employment.
- **Payroll and Tax Records:** Retained for a minimum of 6 years from the end of the tax year to which they relate.
- **Performance and Appraisal Records:** Retained for 3 years after the end of the employment period.
- **Health and Safety Records:** Retained for 7 years from the date of the last entry or event.

#### 5.3 Contractual and Legal Documents

- **Business Contracts:** Retained for 6 years after the expiration or termination of the contract.
- **Litigation Records:** Retained for 6 years after the case is closed or resolved, or longer if required by law.
- **Intellectual Property Records (e.g., Patents, Trademarks):** Retained for the lifetime of the intellectual property, plus a minimum of 6 years after expiration.

#### 5.4 Marketing and Communications Materials

- **Marketing Campaigns and Materials:** Retained for 2 years after the campaign ends or the materials are no longer in use.
- **Website and Social Media Content:** Retained for 1 year unless related to ongoing projects or campaigns.

#### 5.5 Training and Certification Records

- **Training Records:** Retained for 5 years after completion of the training.
- **Certification Records:** Retained for indefinitely, or as long as required by the accreditation body.

## 6. Document Storage and Security

### Physical Documents:

- Stored in a secure, organized manner to prevent unauthorized access.
- Stored in fireproof or lockable filing cabinets, with restricted access to sensitive materials.
- Documents containing sensitive or personal data must be clearly labeled and stored separately.

### Electronic Documents:

- Stored in secure, password-protected servers or cloud systems with restricted access.
- Documents should be encrypted where appropriate, particularly when storing sensitive or personal information.
- Backup and disaster recovery plans must be in place for all electronic documents.

## 7. Destruction and Disposal of Documents

- Documents will be securely destroyed at the end of their retention period to ensure that no confidential or personal data is exposed.
- **Paper Documents:** Shredded or incinerated to ensure complete destruction.
- **Electronic Documents:** Permanently deleted using secure methods (e.g., secure erasure software) to prevent recovery.
- Destruction logs must be maintained to track which documents were destroyed, the method used and the date of destruction.

## 8. Responsibilities and Roles

- **Management:** Ensure that the policy is implemented across ICTQual AB, allocate resources for document retention and destruction and ensure compliance.
- **Compliance Officer/Records Manager:** Oversee the retention and destruction of documents, ensure adherence to retention schedules and manage employee training.
- **Employees:** Ensure documents are managed in accordance with the policy and report any issues or concerns regarding document retention or destruction.

## 9. Monitoring and Compliance

ICTQual AB will regularly audit its document retention practices to ensure compliance with this policy. The audit will include:

- A review of the document retention schedule.
- A review of document storage and disposal methods.
- Checking for compliance with legal and regulatory requirements.

## 10. Training and Awareness

All employees and relevant third parties will be trained in the Document Retention Policy and the proper management of documents. This includes understanding retention schedules, secure storage and appropriate destruction methods.

## 11. Review and Updates

This policy will be reviewed at least annually or whenever there are significant changes to the legal or regulatory environment. Any changes to the policy will be communicated to all relevant stakeholders.

## 12. Sanctions for Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action in accordance with ICTQual AB's internal policies.
- Legal action if the failure to comply results in violations of the law or regulatory requirements.
- Revocation of access to sensitive company data or systems.

## Contact Us

*For further information or assistance with conflicts of interest, please contact ICTQual AB:*

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