



Title:	Record Retention		
Document ID:	SOP-73		
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1. PURPOSE

The purpose of this SOP is to describe the retention of records generated by Crystal Lean Solutions complies with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (2016/679).

2. SCOPE

A record is any information created in related to CLS business activities (including QMS activities), that provides evidence of completion of company-provided services, business activities/transactions or legal obligations. Personal data (as defined in the GDPR) is also considered to be a record.

The scope of this SOP is to describe the retention of records within Crystal Lean Solutions which includes Safety Management System records, QMS records. GDPR records, financial records and Personal Data.

3. RESPONSIBILITIES

Process Owner: Each process in Crystal Lean Solutions includes an owner. The process owner is responsible for the retention of records per this SOP.


4. PROCEDURE

4.1 Overview

4.1.1 Retained/archived records will be stored in a manner that will not negatively impact on the integrity of the data documented in the record, and then destroyed (under confidential conditions) at the end of the required retention period unless archiving is required.




Figure 1 Record life cycle

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Category	Record Type	Minimum Retention Period
Quality Records	Learner Enrolment records	5 years
	Assessment/examination records	7 years after completion of assessment.
	QMS monitoring records	7 years
	Quality Records per QMS	5 years
Financial Records	Financial/accounting/taxation records	Current year plus at least six years after completion of specific transactions or after the tax period in question.
Personal Records	Employee records/Personnel file	7 years after employment has ended. For any records related to pensions: 7 years after the death of the pensioner.
	Records dealing with annual leave, public holiday leave and other employee leave entitlements specified in the Holidays (Employees) Acts 1973 and 1991.	3 years Parental or Carer leave: 8 years.
	Recruitment records for unsuccessful candidates	1 year (longer if there is the possibility of legal action).
	Training records for employees	Indefinitely. Retain course details for mandatory training indefinitely.
Safety Records	Accident/incident investigation records.	10 years from date of accident if no claim has been made in the interim.
	Risk Assessments	5 years
Business Records	Business related emails/memos and similar?	5 years
	Company documents such as statutory books, board minutes etc.	6 years after company is dissolved.
	Company seal, company documents, charter, incorporation documents etc.	6 years after company is dissolved.
	Employers' liability insurance policy and schedule.	40 years from the date the company was dissolved

Table 1 Retention Periods

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4.1.2 When a record is scanned for electronic storage, the paper copy may be confidentially destroyed once it has been confirmed that the electronic copy is a true and accurate copy of the original.

4.1.3 Where a learner or other individual requests deletion of their records in accordance with the GDPR, this will be completed in accordance with said regulation where this does not conflict with other legal requirements.

4.1.4 Where uncertainty may exist about the retention period for a specific record not described above, the retention period for a similar record may be applied, where this is not out of compliance with any legal obligations. In general, the following requirements may be applied:

- Personal: There are no retention requirements for personal data. These are deleted or destroyed when it is no longer needed.
- Revenue Tax: Data must be retained for 7 years.
- Operational: Most company data will fall in this category. Operational data must be retained for 5 years.
- Confidential: Confidential data must be retained for 7 years.

4.2 Destruction of Records

4.2.1 The business owner is responsible for the destruction of records.

4.2.2 Annually, the process owner reviews the process record status and deletes records that are beyond their retention requirement


5. ABBREVIATIONS AND DEFINITIONS

5.1 Abbreviations

Abbreviation	Description
N/A	

5.2 Definitions

Term	Definition
N/A	

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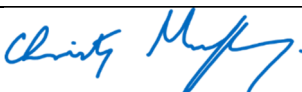
6. RELATED DOCUMENTS

Doc ID	Title
N/A	

7. SOP HISTORY

Revision #	Reason for Revision
1	Original Version

8. DOCUMENT APPROVALS

Role	Name	Signature and Date
Author	Maria Ryan	 15/02/2022
Approver	Christy Murphy	 15/02/2022