



## **GDPR Data Retention Policy - Manstaff Ltd**

Last Updated: January 02, 2025

### **Safeguarding Information Excellence: Our GDPR Journey**

At Manstaff Ltd, we understand that information is the lifeblood of modern recruitment. From our Derby headquarters, where manufacturing talent meets opportunity, we've crafted a data protection approach that's as precise as the professional services we deliver.

### **The Art of Information Stewardship**

Our approach to data retention mirrors the exactitude required in professional recruitment. Every piece of information we handle - whether it's a candidate's career aspirations or a client's staffing requirements - is treated with meticulous care and attention to detail.

### **Our Data Universe**

#### **Recruitment Information**

Like the careful selection of candidates for manufacturing roles, we handle recruitment data with expert care:

- **Candidate Profiles:** Carefully maintained for 2 years, these records are our blueprint for matching talent with opportunity
- **Interview Documentation:** Preserved for 1 year, capturing the journey of each career conversation
- **Placement Records:** Secured for 6 years, documenting successful employment partnerships
- **Right to Work Verification:** Protected for 2 years post-employment, ensuring compliance and trust
- **Client Requirements:** Maintained for 3 years, reflecting the evolving needs of manufacturing excellence
- **Communication Trails:** Preserved for 2 years, tracking the pathway to successful placements

#### **Business Foundation Documents**

Like the structural integrity of our recruitment process, we maintain:

- **Financial Records:** 7-year retention, building our business history
- **Contractual Agreements:** 6-year post-completion preservation
- **Insurance Documentation:** 40-year protection, ensuring long-term security
- **Health & Safety Records:** 5-year maintenance, protecting our candidates and staff
- **Quality Management Systems:** 3-year retention, documenting our commitment to excellence
- **Strategic Planning Documents:** 2-year preservation, guiding our future direction



## Digital Fortress

Our digital security architecture protects all candidate and client data:

- Enterprise-Grade Encryption: Protecting every digital asset
- Secure Cloud Infrastructure: Supporting 24/7 operations
- Access Control Systems: Managing information flow with precision
- Backup Protocols: Ensuring business continuity
- Audit Mechanisms: Tracking every data interaction
- Remote Security: Supporting flexible operations
- Recovery Planning: Preparing for any contingency

## Physical Security Excellence

Our Derby headquarters maintains rigorous security standards:

- Secure Access Controls: Managing physical presence
- Environmental Protection: Preserving physical records
- Surveillance Systems: Monitoring security
- Fire Protection: Safeguarding assets
- Clean Desk Standards: Maintaining daily security
- Visitor Protocols: Managing external presence
- Emergency Response: Preparing for all scenarios

## The Art of Secure Disposal

### Digital Cleansing

With the precision of our recruitment process:

- Secure Deletion Protocols: Ensuring complete removal
- Verification Systems: Confirming successful disposal
- Documentation Trails: Recording every action
- System Updates: Maintaining security integrity
- Backup Management: Ensuring comprehensive removal
- Archive Control: Managing historical data
- Compliance Verification: Meeting all standards

## Physical Document Management

Handled with professional precision:

- Professional Destruction: Ensuring complete disposal
- Certification Process: Documenting every action
- Witnessed Procedures: Ensuring accountability
- Environmental Compliance: Meeting all standards
- Secure Transport: Protecting until final disposal
- Scheduled Management: Maintaining regularity
- Audit Trails: Tracking all actions



## Leadership and Responsibility

Under Nick Calin's direction, our team maintains:

- Policy Implementation: Ensuring comprehensive coverage
- Resource Management: Supporting all security needs
- Compliance Oversight: Meeting all standards
- Strategic Direction: Planning for future needs
- Team Development: Building security excellence
- Performance Monitoring: Ensuring effectiveness
- Continuous Improvement: Always enhancing protection

## Support Excellence

From our base at:

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Our support ensures:

- Immediate Response: Addressing all queries
- Clear Guidance: Supporting understanding
- Policy Clarity: Ensuring comprehension
- Issue Resolution: Solving all challenges
- Process Support: Maintaining operations
- Training Excellence: Building capability
- Continuous Enhancement: Always improving

This policy stands as our commitment to protecting every piece of recruitment and candidate information with the utmost care and precision. Under the leadership of Nick Calin, we continue to evolve our data protection practices to meet the changing needs of our dynamic recruitment industry.