

NMT Crane Hire Limited Record Retention Policy

1. Purpose

The purpose of this Record Retention Policy is to define how NMT Crane Hire Limited manages, retains, and disposes of records. This policy ensures that the company complies with applicable UK laws, regulations, and industry standards, while also promoting efficient information management and reducing legal risks.

2. Scope

This policy applies to all records created, received, or maintained by NMT Cranes, regardless of format (paper, electronic, or otherwise), by all employees, contractors, and other relevant parties.

3. Legal and Regulatory Compliance

NMT Crane Hire Limited is committed to complying with all relevant laws and regulations, including:

- **The Data Protection Act 2018 (DPA)** and **General Data Protection Regulation (GDPR)** – for the management of personal data.
- **The Companies Act 2006** – for corporate records, including accounting, financial statements, and meeting minutes.
- **The Limitation Act 1980** – which sets the time limit for the retention of certain records related to claims.
- **The Health and Safety at Work Act 1974** – for the retention of safety records.
- **HM Revenue & Customs (HMRC)** requirements – for tax-related records.
- **The Freedom of Information Act 2000 (FOIA)** – if applicable, for the retention of public records.

This policy also considers any other applicable sector-specific regulations or guidelines.

Record Type	Retention Period	Reason for Retention
Corporate records	6 years	Legal requirement (Companies Act 2006)
Accounting and financial records	6 years	HMRC requirements (tax records)
Employment records	6 years after termination	Employment law (claims, references)
Health & Safety records	3 years	Health & Safety regulations
Tax records (including VAT records)	6 years	HMRC requirements
Contracts and agreements	6 years after expiration or termination	Legal requirement (statute of limitations)
Payroll records	6 years	HMRC and employment law requirements
Customer data (personal data)	Retain for duration of the business relationship	GDPR (Data subject to request for deletion)
Marketing records (email, campaigns)	2 years	Marketing purposes and GDPR compliance
Legal documents (litigation, claims)	6 years after resolution	Statute of limitations (Limitation Act 1980)
Property records	6 years after sale or disposal	Legal requirement (e.g., asset transfer)
Insurance records	6 years	Insurance requirements and claims purposes
Health records (employee medical records)	40 years (or as per legal requirement)	Health and Safety regulations and GDPR
IT backups and logs	1 year	Security and system maintenance
Board meeting minutes and resolutions	Permanently	Corporate governance requirements
Customer invoices & receipts	6 years	Tax, accounting, and contractual purposes

5. Record Disposal

Once the retention period for a record has expired, it must be securely disposed of in accordance with the following guidelines:

– Paper records:

Shredded or otherwise destroyed to ensure they cannot be reconstructed or accessed.

– Electronic records:

Permanently deleted from the company's systems, ensuring they cannot be recovered.

– Personal Data:

In line with GDPR, personal data should be erased or anonymized once it is no longer needed for the purposes for which it was collected.

Note: Any record that is subject to an active legal hold (e.g., due to ongoing litigation or investigation) should not be disposed of until the legal matter is resolved.

6. Responsibilities

– Compliance Officer (or designated staff):

Responsible for ensuring that records are retained and disposed of in accordance with this policy and relevant legal requirements.

– Department Heads:

Responsible for implementing this policy within their departments and ensuring employees are aware of and adhere to the retention guidelines.

– Employees:

Responsible for managing records created or received in their roles and following the retention periods outlined in this policy.

7. Storage and Access

– All records, both physical and electronic, must be stored securely to prevent unauthorized access, alteration, or destruction.

– Electronic records must be stored in an approved digital system, and access should be controlled and monitored to ensure compliance with GDPR and other relevant data protection laws.

– Employees should only retain records for the duration necessary for business operations, ensuring that no unnecessary accumulation of records occurs

8. Review and Amendments

This policy will be reviewed at least annually and may be amended as necessary to reflect changes in legal requirements, business needs, or industry standards.

9. Exceptions

Any exceptions to this policy must be approved in writing by the Compliance Officer, and the reasons for the exception should be documented.

10. Conclusion

NMT Crane Hire Limited is committed to maintaining an efficient, legal, and compliant record retention process. Adhering to this policy ensures that the company meets its legal obligations, protects sensitive information, and operates efficiently.

Signed: *G White*

Director on behalf of NMT Crane Hire Ltd.

Date Approved:
09.12.2024

Next Review Date:
09.12.2025