



VITALITY PERSONEL LTD

Data Retention Policy

Vitality Personnel Ltd

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Important review note

This document is an original website publication draft prepared for Vitality Personnel Ltd. It is not legal advice. Before publication or operational adoption, the company should confirm that the text reflects its actual processes, suppliers, systems and contractual arrangements, and obtain review from an appropriately qualified UK legal or compliance professional.

1 Scope and document status

A principles-based schedule for keeping and securely disposing of business and recruitment records. This document should be read with applicable contracts, procedures and privacy information.

2 Purpose

Records should be kept only for a defined business or legal reason and disposed of securely when that reason ends. Retention applies to databases, email, documents, backups and paper records.

3 Retention decisions

The company should set actual periods by considering recruitment law, employment status, tax and payroll rules, limitation periods, safeguarding needs, client agreements, legal holds and the expectations described in privacy notices.

4 Candidate records

Unsuccessful or inactive candidate records should not be kept indefinitely. The company should adopt and publish a specific period after confirming operational requirements and lawful bases. Current assignments and placements may require different periods.

5 Client and enquiry records

Routine enquiries should be reviewed and removed when no longer useful. Contract, invoice, complaint and dispute records may need longer retention for legal and accountability purposes.

6 Deletion and exceptions

Deletion should cover accessible systems and prevent routine restoration from backups after their normal rotation. Records subject to an investigation, complaint or legal hold should not be destroyed until the hold is formally released.

7 Contact

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8 Review record

The final approved version should record its approver, approval date and any changes. This draft contains no invented certification, accreditation, regulator registration or professional endorsement.