

Customer and Local Services

Retention periods for information processed by the **Business Hub – Back to Work Recruitment**

Records	Retention Period	Action by Department	Action by Jersey Archive
Employers			
Insurance details for placements per employer	Until expiry or when superseded by new insurance documents (annually)	Delete from information system when expired	
Placement visit records by employer	Until expiry or when superseded by new visit documents (annually)	Delete from information system when expired	
Placement spreadsheet	2 years	Delete old data from spreadsheet	
Job Match and assessment centre event information	Until superseded by newer version	Delete previous version from Information system	
Licence conditions for employers	Retain copy of licence until expiry or when superseded	Delete licence on expiry or when superseded	
Vacancies			
Employer job vacancy online form	Until updated in SharePoint	Delete email copy of form	
Vacancy board applications	Archived on Information system after 1 month and retained for 1 year	Delete from Information system archive	
Employer job descriptions	1 year	Delete from Information system	
Employment Agencies			
Licence applications and certificates	Old applications & licences or un-renewed applications retained for 1 year	Scanned and /or paper licences & applications deleted from Information system / destroyed	
Log of applications per year	Ongoing	Do not delete	
Payment spreadsheet	1 year	Old data deleted from spreadsheet	
Redundancies			
Redundancy register	2 years from date of last proposed redundancy	Delete old data from spreadsheet	
Scanned redundancy notifications from employers	2 years from date of last proposed redundancy	Delete from Information system	

Incentives			
Guidelines	Until superceded by newer version	Delete previous version from information syster. Copy to Jersey Archive	Archive
Payment Schedules	5 years	Delete old data from spreadsheet	
Client paperwork per incentive by employer	2 years	Delete from Information system	