DATA AND DOCUMENTS RETENTION POLICY

Distribution

This Data and Documents Retention Policy is communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

Revision History

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed Off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

PURPOSE:

This Retention Policy outlines how the ZAM FM LTD retains, stores, and disposes of personal and company data in line with legal, regulatory, and operational requirements, especially under the UK GDPR, Data Protection Act 2018, and SIA regulations.

Scope:

This policy applies to,

1. All employees, contractors, and temporary staff.
2. All data, whether in physical or electronic format.
3. All business functions, including security operations, HR, finance, and client services.

Responsibilities:

1. Data Protection Officer (DPO): Oversees data retention and compliance.
2. Managers: Ensure team compliance with the policy.
3. All Staff should understand and follow the retention periods outlined.

Retention Schedule:

Data / Document Type	Retention Period	Legal/Regulatory Basis	Data / Document Type
CCTV Footage (standard use)	30 days	ICO CCTV Code of Practice	CCTV Footage (standard use)
CCTV Footage (incident-related)	Until investigation is complete or as legally required (max 3 years unless legal action ongoing)	ICO / Law enforcement guidance	CCTV Footage (incident-related)
Employee Records	6 years after employment ends	Limitation Act 1980 / Employment Law	Employee Records
SIA Licence Copies	Duration of employment + 1 year	SIA Best Practice	SIA Licence Copies
Payroll & Tax Records	6 years	HMRC Requirements	Payroll & Tax Records
Incident / Accident Reports	3 years (adults), 25 years (children)	RIDDOR / HSE Guidelines	Incident / Accident Reports
Client Contracts & Agreements	6 years after contract end	Limitation Act 1980	Client Contracts & Agreements
Visitor Logs / Site Access Records	1 year	Security Industry Practice	Visitor Logs / Site Access Records
Training Records (e.g., First Aid, SIA)	3 years	SIA and industry guidelines	Training Records (e.g., First Aid, SIA)
Vehicle Logs / Patrol Records	1 year	Operational Requirements	Vehicle Logs / Patrol Records
Emails (General)	2 years	Internal Policy	Emails (General)
Data / Document Type	Retention Period	Legal/Regulatory Basis	Data / Document Type

Secure Storage and Disposal:

1. Electronic Records: Stored on secure, access-controlled systems. Deleted using certified data-erasure tools.

2. Physical Records: Stored in locked filing cabinets. Shredded securely when disposal is due.

Review and Update:

1. This policy will be reviewed annually or when changes in law or regulation require.
2. Updates must be approved by the Data Protection Officer and company management.

Breach of Policy:

Failure to comply with this policy may result in disciplinary action, up to and including dismissal, and could lead to regulatory penalties.

Managing Director

Name: Danish Iftikhar

Signature: 

Dated: 22/09/2023