

## Personal Information Management Procedure

### Information Collected by Sentra Solutions Ltd

- ✓ Name
- ✓ Address
- ✓ Email Address
- ✓ Telephone Number
- ✓ Occupation
- ✓ CV's
- ✓ Payroll Information
- ✓ Pension Schemes
- ✓ Training Certificates
- ✓ Accident Reports
- ✓ Interview Notes/ Appraisals

### Why Sentra Solutions Ltd Collects this Information

- To enable Sentra Solutions Ltd to contact individuals
- Human Resources Management
- To comply with Health & Safety Law

### Length of Time Sentra Solutions Ltd Holds this Information

Sentra Solutions Ltd will keep personal information at least until the relationship with the individual has ended.

After this period, we take into account our legal, regulatory and professional obligations to decide how long your personal information is kept.

Once an employee leaves Sentra Solutions Ltd,, any personal information is held for a minimum of 12 months.

Accident reports are held for a minimum of 3 years.

### How Sentra Solutions Ltd Stores & Disposes of this Information

Personal information is stored on Sentra Solutions Ltd secure servers.

Where appropriate, information is stored on a separate drive with limited access and/or information is password protected.

Once the retention period has finished, information is shredded or deleted from the server.