



Company Name	Highgrade Recruitment LTD
Document	Client Contact
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Highgrade Recruitment Ltd are governed to keep the records and perform checks on our workers to maintain a professional workforce.

Highgrade provides work-finding services to its clients and work-seekers. We must process personal data (including sensitive personal data) so that we can provide these services – in doing so, we act as a data controller. This is why we have asked for your personal data on this form. When we process your personal data we must do so in accordance with data protection laws. Those laws require us to give you a Privacy Statement to explain how we manage your personal data. Please see the Privacy Statement which we will give to you separately.

We keep all records and documents safely secured and locked away. We only keep information for as long as necessary (this is stated in our Record Keeping Policy no.32)

As a requirement of Regulation 22 of the Conduct Regulations we are bound to make available certain documents for the client, i.e. two references and qualifications amongst others. Permissions are gathered from the worker and the referees upon the issued forms.

Details of dates and checks are kept in individuals files as per our obligations to Data Protection (see policy no.4), amongst the following:

- Identity, original documents are copied and dated
- Children's barred list – date checked
- Enhanced DBS check – Certificate number, issue date of check
- DBS Update Service – date checked
- EWC registration – date checked
- Any further checks for individuals that have lived/worked abroad
- Professional Qualifications, original documents are copied and dated
- Right to work, original documents are copied and dated
- References, professional, relevant and recent

All individuals files carry our checklist, this is used to register the individual and used on 6 monthly basis thereafter to perform compliance checks. The dates of the checks will be annotated.