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## POLICY/PROCEDURE: Record Retention Policy

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## 1.0 PURPOSE

TTL are committed to ensuring compliance with all necessary statutory and legislation requirements in regards to the provision, maintenance and retention of records as required for the company to provide its products and service.

## 2.0 SCOPE

This policy covers all Thyson employees, officers, consultants, contractors and agency workers. This policy does not form part of any employee's contract of employment and we may amend it at any time.

## 3.0 PRINCIPLE GUIDANCE, LEGISLATION AND REGULATIONS

ISO9001:2015  
ISO14001:2015  
ISO45001:2018  
General Data Protection Regulation (EU) 2016/679 (GDPR)  
Data Protection Act 2018

## 4.0 RESPONSIBILITY

As an employee of Thyson Technology Limited, you must ensure that you read, understand, and comply with the information contained within this policy.

## 5.0 POLICY

The table below sets out the time periods that different types of business records (paper or electronic) must be retained for business and legal purposes. The retention periods are based on business needs and legal requirements.

| Record                                                          | Retention period                                                                            |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Company Records</b>                                          |                                                                                             |
| Project files, drawings and related documents and certificates. | Minimum of 20 years following completion, unless otherwise dictated by Client requirements. |
| Quality and Environment Management System documents             | Minimum of 10 years.                                                                        |
| Finance                                                         | Minimum of 7 years from the year of transaction.                                            |
| Company Statutory records                                       | Permanently.                                                                                |
| Unsuccessful estimates                                          | Minimum of 6 months.                                                                        |
| <b>Health and Safety Records</b>                                |                                                                                             |

| Record                                                                                                                                                                                                    | Retention period                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Accident books, accident records, accident reports. Records of reportable injuries, diseases or dangerous occurrences                                                                                     | 3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches age 21). |
| Medical records and records of monitoring of exposures to hazardous substances, as specified by the Control of Substances Hazardous to Health Regulations (COSHH)                                         | 40 years from the date of the last entry.                                                                                           |
| COSHH records of tests and examinations of control systems and protective equipment                                                                                                                       | 5 years from the date on which the tests were carried out.                                                                          |
| Medical records under the Control of Asbestos at Work Regulations, medical records containing details of employees exposed to asbestos and medical examination certificates                               | 40 years from the date of the last entry (medical records); four years from the date of issue (medical examination certificates).   |
| <b>Employment Records</b>                                                                                                                                                                                 |                                                                                                                                     |
| Application forms and interview notes (for unsuccessful candidates)                                                                                                                                       | 6 months.                                                                                                                           |
| Personnel files and training records, including disciplinary and performance records, working time records, employment contracts, application records (for successful candidates) and wage/salary records | 6 years after employment ceases.                                                                                                    |
| Expatriate records and records relating to foreign employees, sickness records, annual/ parental leave records, calculations, certificates, self-certificates, DBS certificates, redundancy details       | 6 years after employment ceases.                                                                                                    |
| Driving licence, vehicle insurance, MOT certificate details                                                                                                                                               | 1 year after expiry unless renewed.                                                                                                 |
| Income tax and NI returns, income tax records and correspondence with HMRC                                                                                                                                | Minimum 3 years after the end of the financial year to which they relate.                                                           |
| National minimum wage records                                                                                                                                                                             | 3 years after the end of the pay reference period following the one that the records cover.                                         |
| Pension scheme investment policies and pensioners' records                                                                                                                                                | 12 years from the ending of any benefit payable under the policy.                                                                   |
| Pension scheme money purchase details                                                                                                                                                                     | 6 years after transfer or value taken.                                                                                              |
| Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity                                                                                                           | 6 years from the end of the scheme year in which the event took place.                                                              |