

	<i>when</i>	<i>what</i>	<i>what - in detail</i>	<i>why</i>
	<b>At close of final Session</b> <i>(current system)</i>			
<b>1</b>		Destroy paper files	Beware, the paper file might contain: eMailAddress(Client); Client's password(eMail); Universal Jobmatch userID(Client, Client's 12-digit number), Client's UJpassword	Note the implication of <b>potential Client Re-Registration</b> (eMail, UJ or both, where Client's data is lost either completely or in part)
<b>2</b>		<b>Delete aged CVs</b>	<b>CVs beyond Expiry</b>	<b>Open to legal interpretation</b>
<b>3</b>		<b>Back up recent CVs</b>		<b>for a Retention period (TBA)</b>
<b>4</b>		Back up Registration files		required (see below, 5)
<b>5</b>		Copy selected files into new system: ClientIndex; StatisticalRecords; running ClientCount; OpeningDays; MonthIndex; SessionCount; VisitCount; Register	ClientIndex contains: ClientName (and no other personal data); a ClientIndex Entry is not dated; Register contains ClientName and date-time of Visit (most recent Session only)	required for operational continuity (see below, <b>10</b> ); and for <b>Statistical Counts</b> to continue
<b>6</b>		Run "indexLeveller" app	To create: a ClientIndex <b>on which each and every Entry demands Client Re-Registration</b> , and on which each is now dated; <b>AND</b> a "skeletalised" Denton database (containing ClientName only)	Note: The ClientIndex already determines whether the Client is a NewClient (ClientName not on Index) or a returner; and, if a returner, then whether or not the Client must Re-Register
<b>7</b>		<b>Delete all Client Registration files (except ClientIndex)</b>	<b>irrespective of age</b>	to be system-regenerated, as necessary
<b>8</b>		<b>Upload Regulatory material to website</b>	<b>legislative and generalised Data Protection material</b>	<b>to include Kickstart's protocol in respect of the Regulation</b>
	<b>At start of initial Session</b> <i>(new system)</i>			
<b>9</b>		Substitute new system files for old		

	<b>During initial Session</b> <i>(new system)</i>			
<b>10</b>		<b>Operate as usual, but now with the new system</b>	<b>Any and every Client, new or old, is required to Register or Re-Register</b>	Client to be apprised of the protocol now adopted by Kickstart in respect of the new legal requirement – 2016/679, or “GDPR” – and informed of his or her rights under the Regulation
			<b>Note:</b> <b>In the new Registration system, Client record and ClientIndex Entry are to be both dated and expiry-dated</b>	<a href="#">Client Requirements</a> are still to be listed for the Advisor and <a href="#">visible to Advisor</a> online; but with <b>no paper sheet</b> produced, and <b>no Reference</b> to any surviving sheet
	<b>After close of Session</b>			
<b>11</b>		Run “indexReskeller” app	To re-skeletalise the Denton database (still containing ClientName only), reducing it simply to those records where Client is still required to Re-Register; <i>i.e.</i> , exempting, by reason of the recent Session (and by use of the new <b>ExpiryDate</b> ), any NewClient new on the Day and any Re-Registered Client re-registered on the Day	
<b>12</b>		<b>Delete aged CVs</b>	<b>CVs beyond new ExpiryDate</b>	<b>Open to legal interpretation</b>
<b>13</b>		<b>Back up CVs</b>		<b>for the agreed Retention period</b> (see above, <b>3</b> )
<b>14</b>		Back up Registration files		as required for next Session (see above, <b>10</b> )