

ST PETER'S BAPTIST CHURCH
GDPR DATA RETENTION POLICY

St Peter's Baptist Church gathers personal data from individuals and external organisations which are recorded in documents and records, both in hard copy and electronic form.

Examples of the types of information accumulated and generated are set out in Appendix 1 of this policy and include, but are not limited, to minutes of Church meetings and committees, membership, baptismal and wedding records, employment records, and other communications such as letters and emails.

In certain circumstances it will be necessary to retain documents to meet legal requirements and for operational needs. Document retention is also required to evidence agreements or events and to preserve information.

The Operations Manager will adopt the retention and disposal guidance at Appendix 1 of this policy and strive to keep records up to date.

Hard copies of documents containing confidential or personal information should be disposed of either by shredding or by using confidential waste bins or sacks. Documents other than those containing confidential or personal information may be disposed of by recycling or binning.

Electronic communications, including email, Facebook pages, Twitter accounts etc and all information stored digitally should be reviewed and if no longer required, closed and/or deleted so as to be put beyond use. This should not be done simply by archiving which is not the same as deleting. It will often be sufficient simply to delete the information, with no intention of ever using or accessing it again, despite the fact that it may still exist in the electronic ether. Information will be deemed to be put beyond use if St Peter's Baptist Church is not able, or will not attempt, to use it to inform any decision in respect of any individual or in a manner that affects the individual in any way and does not give any other organisation access to it.

Deletion can also be effected by using one of the following methods of disposal:

- Using secure deletion software which can overwrite data
- Using the function of "restore to factory settings" (where information is not stored in a removable format)
- Sending the device to a specialist who will securely delete the data.

Approved by St Peter's Baptist Church Operations Team on20.09.2018

ST PETER'S BAPTIST CHURCH
DATA RETENTION POLICY



APPENDIX 1

This Appendix is provided as a guide to common types of documents but it is not exhaustive.

RETENTION PERIOD	RECORD
Permanent	Baptismal records Marriage records Pension plans and retirement records Construction documents Real estate documents Environmental studies Insurance contracts and policies Insurance claims/applications/disbursements Fixed Asset Records Application for charitable/tax exempt status Resolutions Annual audit reports and financial statements General ledgers
100 years	Member register Member transfer forms Safeguarding risk assessments/correspondence Confidentiality agreements Complaints concerning people
50 years	Church meeting minutes Leadership/Trustee minutes
30 years	Hazardous material exposure
Duration of employment/volunteering plus 6 years	Employee records Volunteer records Work experience records
Until matter concluded plus 6 years	Documents relating to litigation or potential litigation Contracts Leases Warranties
6 years	Minutes of Committees/organisations Payroll records Records of financial donations Accounts payable and receivables ledgers and schedules Bank statements, cancelled cheques, deposit slips Expense records Electronic fund transfer documents Employee/volunteer expense reports Journal entries Invoices Tax records

	Records of fees paid to professionals
5 years	Injury and illness Incident Reports (RIDDOR) Sales and purchase records Audit and review paperwork
3 years	Cash receipts/petty cash vouchers
3 years following end of event/placement	Arranged accommodation/placements for visitors
2 years	Salary schedule Annual plans and budgets
Annually	Databases or mailing lists/distribution
6 months after completion of recruitment	Pre-employment enquiries/applications/notes/letters/references
Once there is no longer a requirement to hold such information	Contact information – welcome cards