

SECOND DROMARA PRESBYTERIAN CHURCH

DATA RETENTION POLICY

1. Introduction

1.1 The law does not specify minimum or maximum periods for retaining personal data but rather sets out the general principle that:

'Personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or purposes.'

1.2 In practice this means that we need to:

- review the length of time we keep personal data
- consider the purposes for which we hold the information, as a guide to determining whether, and for how long, we retain it
- securely delete or destroy information that is no longer needed for those purposes; and
- update, archive or securely delete or destroy information if it goes out of date.

2. Purpose

2.1 This Policy is to be read in conjunction with the Data Protection Policy and is designed to outline the time period during which we, Second Dromara Presbyterian Church, will retain certain types of data. As noted in the Data Protection Policy it is a legal requirement that personal data is not be kept for longer than is necessary.

2.2 We are required by law to keep certain records, usually for a specific period of time. The accidental or intentional destruction of these records during their specified retention periods could result in the following consequences for the congregation including:

- fines and penalties
- civil action
- criminal action
- reputational damage.

Because of this legal requirement we prohibit the inappropriate destruction of any records, files, documents, samples, and other forms of information.

2.3 This Policy is part of a congregation-wide system for the review, retention, and destruction of records which we create or receive in connection with the

activities which we conduct.

3. Types of Documents

3.1 This Policy explains the difference between records, disposable information, and confidential information belonging to others.

Records

3.2 A record is any type of information created, received, or transmitted as we carry out our activities, regardless of physical format. This information may be found in a range of places including, for example:

- appointment books and calendars
- audio and video recordings
- computer programs
- contracts
- electronic files
- emails
- handwritten notes
- invoices
- letters and other correspondence
- memory in mobile phones, tablets, laptops and any other portable electronic device.
- online postings e.g. Facebook
- voicemails.

3.3 Therefore, any paper records and electronic files, including any records of donations made online, that are part of any of the categories listed in the Records Retention Schedule contained in the Appendix to this Policy, are to be retained for the amount of time indicated in the Records Retention Schedule or such other time as is necessary in the circumstances.

3.4 A record must not be retained beyond the period indicated in the Record Retention Schedule, **unless there is a valid reason or the potential for litigation, a specific legal requirement or other justifiable reason calls for its continued retention.** If you are unsure whether to retain a certain record, contact the Data Protection Lead.

Disposable information.

3.5 Disposable information is data that may be discarded or deleted at the

discretion of the user once it has served its temporary useful purpose and/or data that may be safely destroyed because it is not a record as defined by this Policy. Examples may include:

- duplicates of originals that have not been annotated
- preliminary drafts of letters, memoranda, reports, worksheets, and informal notes that do not represent significant steps or decisions in the preparation of an official record
- books, periodicals, manuals, training binders, and other printed materials obtained from outside sources and retained primarily for reference purposes
- spam and junk mail.

Confidential information belonging to others.

- 3.6 Any confidential information that an employee may have obtained from a source outside of the congregation such as a previous employer, must not, so long as such information remains confidential, be disclosed to, or used by, us. Unsolicited confidential information submitted to us should be refused, returned to the sender where possible, and deleted, if received via the internet.

4. Compliance

Responsibility of All Employees and Volunteers

- 4.1 We strive to comply with the laws, rules, and regulations that govern compliance and with recognised compliance practices. All employees and volunteers must comply with this Policy and the Records Retention Schedule. Failure to do so may subject the congregation, its employees and volunteers to serious civil and/or criminal liability. An employee's failure to comply with this Policy may result in disciplinary action.

Reporting Policy Violations.

- 4.2 We are committed to implementing this Policy as it applies to all forms of records. The effectiveness of our efforts, however, depends largely on employees and volunteers. If you feel that you or someone else may have contravened this Policy, you should report the incident immediately to the Data Protection Lead.

5. Storing and Destroying Records

Storage

- 5.1 Our records must be stored in a safe, secure, and accessible manner. Any documents and financial files that are essential to our purpose and activities during an emergency must be duplicated and/or backed up at regular intervals.

Destruction

- 5.2 The Data Protection Lead will work with relevant staff and volunteers in the congregation to identify the records that have met their required retention period and to ensure their safe destruction. This will be an ongoing process.
- 5.3 The destruction of confidential, financial, and personnel-related records must be conducted by shredding if possible. Non-confidential records may be destroyed by recycling. The destruction of electronic records must be undertaken with appropriate expert advice and oversight.
- 5.3 The destruction of records must stop immediately upon notification that litigation to which the said documents would be relevant is likely to occur.

6. Review

- 6.1 This Policy and associated procedures will be reviewed annually to ensure that the congregation is complying with relevant new or amended regulations.

Signed: Kenneth Hann

Position: Minister

Date: 26/9/18

APPENDIX – RECORDS RETENTION SCHEDULE

TYPE OF RECORD	RECOMMENDED RETENTION PERIOD	BASIS
Property and Equipment		
Title deeds and other documents of title	Indefinitely	Recommended
Service contracts and certificates, warranty documents	Retain for 3 years after expiry	Recommended
Financial		
Annual examined/audited accounts	Indefinitely	Recommended
All financial records in support of examined/audited accounts	Current year + 6 years history	Legal requirement
Gift Aid declarations	As long as they are valid + 6 years	Legal requirement
Capital expenditure, guarantees, invoices, receipts etc.	Last action + 5 years dependant on the nature of the expenditure and the length of the guarantee. After that review for possible retention or destroy	Recommended
Insurance policies – employers' liability	Current year + 40 years	Recommended
Insurance policies – other than employers' liability	Current year + 6 years	Recommended
Church Copyright Licence information	Current year + 6 years	Recommended
Church Services		
Baptism, Marriage records	Permanent	Recommended
Orders of Service	2 years	Recommended
General Church Administration		
Minutes of Session and Committee	Indefinitely	Recommended
Electoral Rolls	Retain last complete review then destroy previous roll.	Recommended
Voicemail	Until transcribed or acted upon + 1 month	Recommended

TYPE OF RECORD	RECOMMENDED RETENTION PERIOD	BASIS
Application and Consent forms for Events and Organisations		
In respect of children: for events such as Holiday Bible Club, Church weekends OR forms to register for organisations such as BB, GB, Youth Club, etc.	For membership records and registration forms - up to 6 years after the event or the child has left the organisation	In accordance with Taking Care guidance
In respect of adult leadership	In the case of an event or organisation pertaining to children – up to 6 years after they have left their position. Otherwise: Current year +1	In accordance with Taking Care guidance / otherwise as recommended.
In respect of adult events or organisations	For events – up to 1 year For organisations – up to 1 year	Recommended
Recruitment and Employment		
Application forms, CVs and other records from unsuccessful applicants.	One year after applicant is informed of outcome.	Recommended
Application forms, CVs and other records from successful applicants.	3 years from the date of recruitment.	Recommended
Appraisal records, performance reviews etc.	5 years after the employee has left the organisation.	Recommended
Details of injuries or accident reports	5 years from the date of the incident.	Recommended
Employment records, details of terms and conditions and disciplinary records	5 years after the employee has left the organisation.	Recommended
Health and Safety Assessments	40 years from the date of the assessment.	Recommended
Pay and benefits information	5 years after the employee has left the organisation.	Recommended
Training records	5 years after the employee has left the organisation.	Recommended
Pastoral Care, Safeguarding and Health and Safety		
Pastoral visitation notes and records	3 years after the member has left the congregation	Recommended

TYPE OF RECORD	RECOMMENDED RETENTION PERIOD	BASIS
Accident reporting sheets or book – if relating to adults	Date of incident + 15 years	Recommended - in case of need to review and/or potential litigation
Accident reporting sheets or book – if relating to children	Date of incident + 15 years or until the child turns 21 (whichever is the later)	Recommended - in case of need to review and/or potential litigation
Records of other safeguarding adult or child protection incidents either within the congregation or within a family/ by an individual where the congregation was the reporting body or involved in care or monitoring plans.	50 years after the conclusion of the matter	Recommended
Records of any children's activities and related general safety risk assessments. Any communication from parents or other parties in relation to the above.	Current year + 20 years	Recommended

Please note that the timeframes in the table above are designed to be a rough guide and are based on a number of factors (such as ensuring that the limitation period for taking an action to which the documents would be relevant has passed). In all cases documentation should be retained for as long as it is reasonably necessary to hold it and not any longer.