

# Eastleigh Baptist Church & Wells Place Centre CIC (the Church)

## Data Retention, Disposal and Destruction Policy

### POLICY STATEMENT

It is the policy of the Church to take all necessary steps to ensure that any Personal Information is held securely, and processed fairly, lawfully, and transparently, and in accordance with the UK's Data Protection Act 1998, the General Data Protection Regulations and the Privacy and Electronic Communications Regulations.

This policy also adheres to the guidelines laid down by the Information Commissioners Office, if further clarification is required, please see the ICO website: <https://ico.org.uk/>

### CIRCULATION

This policy should be read by all staff involved in processing personal data, and applies equally to staff in a permanent, temporary, contractor or volunteer roles acting for or on behalf of the Church.

### SCOPE

This policy applies to all the data that the Church holds when processing personal information on:

- our own servers;
- third party servers;
- email accounts;
- desktops;
- employee / volunteer-owned devices (BYOD);
- backup storage; and/ or
- paper files.



## RETAINING PERSONAL INFORMATION

It is the Church's policy to adhere to the GDPR requirements that personal data should be adequate, relevant and limited to what is necessary for the purposes for which they are processed.

However, the charity will take into consideration each individual document in relation to the:

- legal and related requirements (e.g. tax, employment etc.);
- current and future value of the information;
- Church's need to access the information;
- costs, risks and liabilities associated with retaining the information
- ease or difficulty of making sure it remains accurate and up to date; and
- historical or statistical value of the information.

In the absence of any legal requirements etc., personal data will only be retained for as long as necessary for the purpose of processing. This means data is to be securely deleted when, for example:

- the data subject has withdrawn consent to processing;
- a contract has been performed or cannot be performed anymore; or
- the data is no longer up to date.

## OBLIGATION TO INFORM DATA SUBJECTS

The Church will inform individuals of:

- the retention period;
- if no fixed retention period can be provided – the criteria used to determine that period; and
- if the purpose of processing has changed after personal data has been obtained, the new retention period.

## RETENTION PERIODS

The Church's retention period for each type of processing is listed in the Appendix. If anything is not listed, please contact one of the Data Protection Leads to agree a retention period for the data you are processing and so that it can be added to the list.

## DISPOSAL OF PERSONAL DATA



Disposal of records could refer to the:

- transfer of records from one media to another e.g. paper records to CD Rom or on to the Church's server; or
- transfer of records from one organisation to another e.g. places of deposit or commercial storage.

Agreements with suppliers that can access records shall contain appropriate confidentiality and disposal clauses.

The Church will ensure that disposal will take place in accordance with current retention schedules, and that disposals occur promptly and consistently. Regular disposal of personal information (including electronic records) is vital to promote the efficient use of space and resources within the Church and ensure that information is not retained for longer than is necessary for the purpose for which it was recorded, in order to comply with Data Protection requirements.

## DESTRUCTION OF RECORDS

The destruction of records is an irreversible act and will only take place in accordance with the retention schedules. The destruction of any records will be clearly documented. Logs of records destroyed locally will be kept in line with the retention schedule for that team. These logs will always include the date of destruction and the type or name of the record destroyed.

For records not already in the public domain (i.e. published or already accessible records), it is vital that confidentiality is safeguarded at every stage, including destruction.

The Church will not destroy or alter information that has been requested, in an attempt to avoid disclosure, this will ensure compliance with Data Protection and Freedom of Information laws.

If a record due for destruction is known to be the subject of a request for information, destruction will be delayed. Once the information request is completed, the record will be retained until the complaint and appeal provisions have been processed.

Sensitive and/ or confidential information, and their destruction, will be conducted in a secure manner to ensure there are safeguards against accidental loss or disclosure.

The normal destruction method used within the Church for confidential / sensitive information in paper form is shredding. All loose confidential waste will be shredded. Non-confidential waste will be placed in the recycle bins.

Agreements with suppliers that can access records shall contain appropriate confidentiality and destruction clauses.



In accordance with the IT Security Policy and associated IT guidelines, the secure destruction of computer media is undertaken / approved by the person responsible for IT and includes:

- computer media (e.g. CD, Blue-ray and DVD);
- the eraser of electronic records from servers and systems;
- computer hardware (e.g. hard drives, laptops, tablets and smartphones)

At end of life, all IT equipment shall be returned for erasure of data and secure disposal or; the process and standards of destruction for computer media being returned to third party suppliers shall be approved by the person responsible for IT.

A record of disposal decisions will be kept for reference.

This policy was created on 22<sup>nd</sup> May 2018 and will be reviewed annually.



# Appendix – Retention Periods

## 1. Financial Records

<b>Purchase Invoices and supplier documentation</b>		
<b>Document</b>	<b>Retention period</b>	<b>Reason for retention period</b>
<b>Payments cash book or record of payments made</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act <sup>1</sup>
<b>Purchase ledger</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Invoice - revenue</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Petty cash records</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act and HMRC
<b>Invoice - capital item</b>	10 years	Companies Act/Charities Act and HMRC
<b>Successful quotations for capital expenditure</b>	Permanently	Commercial considerations

  

<b>Income/Monies Received</b>		
<b>Document</b>	<b>Retention period</b>	<b>Reason for retention period</b>
<b>Bank paying in counterfoils</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Bank statements</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Remittance advices</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Correspondence re donations</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Bank reconciliations</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act
<b>Receipts cash book</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act and HMRC
<b>Sales ledger</b>	Six years from the end of the financial year in which the transaction was made	Companies Act/Charities Act and HMRC



<b>Deeds of covenant/Gift Aid declarations</b>	Six years after the last payment made. 12 years if payments outstanding or dispute regarding the deed	Data Protection Act
<b>Legacies</b>	Six years after the estate has been wound up	Data Protection Act

<b>Tax records</b>		
<b>Document</b>	<b>Retention period</b>	<b>Reason for retention period</b>
<b>Transfer pricing documents and other records supporting the company's tax return</b>	Six years after the end of the accounting period the tax return relates to / the date on which the enquiry period for the tax return closes	Finance Act
<b>Records of all delivery of goods or services and of imports and exports for VAT purposes</b>	Six years from the date the records were created	VAT Act 1994
<b>Stamp duty land tax documents</b>	Six years from the effective date of the transaction / the date on which tax enquiry into a return is completed or end of the period during which HRMC have power to make an enquiry into the return	Finance Act

<b>Payroll Documentation</b>		
<b>Document</b>	<b>Retention period</b>	<b>Reason for retention period</b>
<b>Income tax records re employees leaving i.e P45</b>	Six years plus current year	Taxes Management Act
<b>Notice to employer of tax code (P6)</b>	Six years plus current year	Taxes Management Act
<b>Annual return of employees and directors expenses and benefits (P11D)</b>	Six years plus current year	Taxes Management Act
<b>Certificate of pay and tax deducted (P60)</b>	Six years plus current year	Taxes Management Act
<b>Notice of tax code change</b>	Six years plus current year	Taxes Management Act
<b>Annual return of taxable pay and tax deducted</b>	Six years plus current year	Taxes Management Act
<b>Records of pension deductions (including superannuation)</b>	Six years plus current year	Pensions Act
<b>Payroll and payroll control account</b>	Six years plus current year	Companies Act/Charities Act and Taxes Management Act



## 2. HR Records

Document	Retention period	Reason for retention period
<b>Accident books, accident records/reports</b>	Three years after last entry or end of investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
<b>Organisation charts</b>	Permanently	Commercial
<b>Personnel files and training records includes induction forms and next of kin contact details</b>	Maximum six years after the employment ceased <sup>2</sup>	Limitations Act 1980 and Data Protection Act 1998
<b>Wages and salary records</b>	Six years plus the current year	Taxes Management Act
<b>Expense accounts/records</b>	Six years plus the current year	Taxes Management Act
<b>Overtime records/authorisation</b>	Six years plus the current year	Taxes Management Act
<b>Redundancy details, calculations of payments, refunds, notifications to the Secretary of State</b>	Six years after employment has ceased	Data Protection Act
<b>Records relating to working time</b>	Two years from date on which they were made	The Working Time Regulations
<b>Applications forms and interview notes (for unsuccessful candidates)</b>	Six months to a year	Disability Discrimination Act 1995 and Race Relations Act 1976 recommend six months. One year limitation for defamation actions under Limitations Act
<b>Statutory Maternity Pay records, calculations, certificates or other medical evidence</b>	Three years after the end of the tax year in which maternity period ends	The Statutory Maternity Pay Regulations
<b>Statutory Sick Pay records, calculations, certificates, self-certificates</b>	Three years after the end of each tax year for Statutory Sick Pay purposes	Statutory Sick Pay (General) Regulations
<b>National minimum wage records</b>	Three years after the end of the pay reference period following the one that the records cover	National Minimum Wage Act
<b>Induction forms, training records and next of kin contact details for WPC volunteers</b>	Maximum six years after the volunteer employment ceased	

## 3. Pension records

Document	Retention period	Reason for retention period
<b>Pensions scheme - next of kin/expression of wish forms</b>	Six years after date of death	Data Protection Act
<b>All trust deeds and rules</b>	Permanently	Companies Act, Commercial, Pensions Act
<b>Contribution records</b>	Permanently	Companies Act, Commercial, Pensions Act



#### 4. Buildings, plant and engineering

Document	Retention period	Reason for retention period
<b>Deeds of title</b>	Permanently or until property is disposed of <sup>4</sup>	Limitations Act 1980
<b>Leases</b>	12 years after the lease and liabilities under the lease have terminated	Limitations Act 1980
<b>Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of historical interest and final health and safety file.</b>	Permanently or until six years after property is disposed of	Limitations Act 1980
<b>Asbestos Register and Asbestos Disposal Certificate</b>	Permanently. Property holders required to examine the premises for asbestos or possible asbestos materials, record the location or those materials and assess the risk. These assessments are to be recorded and provided to anyone who may disturb the asbestos.	Control of Asbestos at work Regulations
<b>Hazardous substances: disposal of heavy metals and radioactive sources</b>	Permanently	Limitations Act 1980
<b>Plant and Machinery</b>	Until one year after the plant and machinery is removed from the building	Limitations Act 1980
<b>Records of major refurbishments, warranties, planning consents, design documents, final health and safety files</b>	13 years for actions against contractors etc	Limitations Act 1980

4 - Copy of title deeds should be kept 6 months after disposal

#### 5. Insurance documents

Document	Retention period	Reason for retention period
<b>Policies</b>	Three years after lapse	Data Protection Act
<b>Claims correspondence</b>	Three years after settlement	Data Protection Act
<b>Employer's Liability insurance certificate</b>	40 years	Employers' Liability (Compulsory Insurance) Regulations 1998
<b>Accident reports and relevant correspondence</b>	Three years after settlement	Data Protection Act





## 6. Other Organisational Documents

Document	Retention period	Reason for retention period
<b>Leadership Team and D&amp;M Team minutes of meetings and decisions made as resolutions in writing</b>	Minimum 10 years from the date of the meeting or from the date of passing a resolution in writing	Data Protection Act, Companies Act, Charities Act
<b>Minutes of general meetings and members' resolutions passed other than at a general meeting</b>	Minimum 10 years after the date of the meeting/resolution/decision	Companies Act, Charities Act
<b>Contracts relating to a purchase by Wells Place Centre of its own shares</b>	Minimum 10 years either from the date of completion or the date on which the contract otherwise determines	Companies Act
<b>Annual accounts and annual review</b>	Permanently	Data Protection Act
<b>Major agreements of historical significance</b>	Permanently	Data Protection Act
<b>Investment certificates</b>	Permanently	Companies Act, Charities Act, commercial
<b>Health and safety records</b>	Three years for general records. Permanently for records relating to hazardous substances.	Personal injury actions must generally be commenced within three years of injury. However industrial injuries not capable of detection within that period (e.g. Asbestos) the time period may be substantially extended.
<b>Investment ledger</b>	Permanently	Companies Act, Charities Act, commercial
<b>Fixed assets register</b>	Permanently	Companies Act, Charities Act, commercial
<b>Contract with customers, suppliers or agents, licensing agreements, rental/ hire purchase agreements, indemnities and guarantees and other agreements or contracts</b>	Six years after expiry or termination of the contract. If the contract is executed as a deed, the limitation period is twelve years	Limitations Act 1980 <sup>5</sup>

## 7. Church Publications

Document	Retention period	Reason for retention period
<b>Weekly Eprayer email</b>	One month	
<b>Printed prayer bulletins</b>	Destroy paper copies immediately finish praying.	



<b>One Magazine</b>	Version with fellowship news, one year centrally but one month online. Version without fellowship news, three years centrally and online.	
<b>Church Directory</b>	Until next directory is produced.	
<b>Annual Reports</b>	Hard copy archived securely each year. Three years held electronically.	

## 8. Church Membership Database, Mailchimp Email Lists, Groups.IO Email Lists and Membership of EBChurch Facebook Group

Document	Retention period	Reason for retention period
<b>Membership database application cards</b>	Until entered onto database	
<b>Membership database entry</b>	Until death or membership is removed or transferred.	
<b>EBC Congregation Mailchimp email list</b>	Until unsubscribes or membership is removed or transferred or if not in membership until six months after last seen in church.	
<b>WPC Volunteers Mailchimp email list</b>	Until unsubscribes or six months after last volunteering in WPC.	
<b>EBC Worship Groups.IO email list</b>	Until stops being part of Worship group	
<b>Membership of EBChurch closed Facebook Group</b>	Until unfriends or membership is removed or transferred or if not in membership until six months after last seen in church.	

## 9. Junior Church and Youth Information

Document	Retention period	Reason for retention period
<b>Annual consent forms</b>	3 years	BU safeguarding guidelines
<b>Consent forms for one off events</b>	3 years	BU safeguarding guidelines
<b>Attendance registers</b>	3 years plus current year	BU safeguarding guidelines
<b>Notes of pastoral meetings with young people</b>	75 years	safeguarding



## 10. Barnabas Team Information

Document	Retention period	Reason for retention period
Minutes of team meetings	Current year plus 2 years	
Contact details of team members	Six months after leaving the team	Good Practice
Contact details of mentors and mentees	See EBC Mailchimp Email List	
Mentor notes on mentee progression / actions	One month after mentoring relationship ceases	Good Practice

## 11. Information held by Internal Team Leaders

Document	Retention period	Reason for retention period
Minutes of team meetings	Current year plus 2 years	Good Practice
Contact details of team members	Six months after leaving the team	
Membership of closed Facebook groups	One month after leaving the team	

## 12. Information held by External Facing Group Leaders eg First Friends, Lunch Club, Come to the Well, Scrapbooking etc

Document	Retention period	Reason for retention period
Minutes of team meetings	Current year plus 2 years	
Contact details of team members	Six months after leaving the team	
Membership of closed Facebook groups	Three months after leaving the team / club	
Contact or other details of external attendees	Three months after stop attending	
Prayer bulletins	See Prayer above.	



### 13. Information held for public sign up events eg Holiday Club, Holiday at Home, Additional Needs Days etc

Document	Retention period	Reason for retention period
Contact or other details of external attendees	3 years	BU safeguarding guidelines

### 14. Safeguarding Reports and Contracts

Document	Retention period	Reason for retention period
All reports and contracts	75 years	BU safeguarding guidelines
DBS date monitoring spreadsheet	75 years	BU safeguarding guidelines

### 15. Photographs and Videos (Images)

Document	Retention period	Reason for retention period
Recording of Church Services	Indefinitely (dependent on lifetime of media)	Record of Church History
Images of one off or annual events	Indefinitely unless otherwise stated in Privacy Policy for that event	Visual record of Church history
Images of staff or volunteers in a working capacity	Indefinitely	Visual record of Church history

### 16. Community Ministry

Document	Retention period	Reason for retention period
Coffee Shop Pastors (CSP) daily journal	5 years	
CSP information sheet and agreement form to share information with other agencies	5 years	
CSP prayer bulletins	One month. Any printed copies should be destroyed immediately after praying.	
Choices Course information form	Until 3 years after last contact.	
Friends into Faith contact information	Until 3 years after last contact.	
Text messages from and to contacts through any Community Ministry	5 years	



<b>Contact information of various local agencies and CTiE contacts</b>	Until relationship with that agency, church or person no longer required.	
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### 17. Pastoral Co-ordinating, Welcoming and Visiting Teams

Document	Retention period	Reason for retention period
<b>Minutes of team meetings</b>	Current year plus 2 years	
<b>Contact details of team members</b>	Six months after left the team	
<b>Records of visits and text messages regarding visits</b>	Until entered onto EBC Membership Database	
<b>Visiting list</b>	Six months	
<b>In Case of Emergency next of kin details</b>	Until death or person transfers membership elsewhere	
<b>PCT notes on congregation</b>	Three years	
<b>Pastoral care related text messages</b>	5 years	

