

King's Church Darlington - Data Retention Policy

Introduction

This policy outlines how long various categories of personal data are retained by King's Church, Darlington. In this policy "we"/"us" refers to King's Church, Darlington. We are the data controller for your personal data.

This policy should be read in conjunction with our Privacy Policy which is available at www.kingschurchdarlington.org or from our Church Office (01325 469884 admin@kingschurchdarlington.org).

As a church we have a legal obligation under Data Protection Legislation to ensure that personal data is "*kept for no longer than is necessary for its given purpose*". As such, this Data Retention Policy outlines how long various categories of personal data should typically be retained by King's Church, Darlington.

When it is necessary for any personal data to be disposed of or destroyed, it must be done safely and securely, for example by shredding (for paper records) or comprehensively deleting (for electronic purposes). Special care should be taken when electronic devices that contain personal data are themselves disposed of, and it is the responsibility of the device's owner to ensure all personal data is thoroughly removed by formatting or conducting a factory reset.

Types of Data	Retention Period
Church members – general information	Accuracy of records will be checked annually Contact details are held by Church Suite and mail chimp and information records will be removed (deleted) within 6 months of membership ceasing Contact details will also be removed from our telephone directory, both paper and electronic versions within 6 months of membership ceasing
Attendees of groups/activities	Accuracy of records will be checked annually Where appropriate, attendance records should be kept permanently (for safeguarding purposes) Contact details and consent forms will be checked annually and those who have ceased attending will be deleted



<p>Financial information relating to donors, speakers, employees and suppliers</p>	<p>Accuracy of records will be checked annually Financial records such as bank account details will be deleted after 3 years of inactivity. Gift aid declarations will be kept for 7 years after the end of the year that includes the last donation or at least 12 months after we claim for the last donation to which the declaration refers if this is later – as required by law</p>
<p>Accident Books</p>	<p>In line with RIDDOR 1985 we need to keep records for the following periods: Adults – minimum 3 years after the date of the last entry Children – minimum 3 years after the child attains 18 years Due to the format of the accident book, this means in practice that we will need to securely store all accident books permanently</p>
<p>Staff personnel files, including: Job application forms and contracts Training and appraisal records Notes about disciplinary/grievance hearings Health records and statutory sick pay records Tax and NI returns and correspondence with tax office</p>	<p>All such records will be kept throughout the period of employment, and for 6 years after employment ceases. This is in accordance with advice in regulations such as: Statutory Sick Pay (General) Regulations 1982 Management of Health & Safety at Work Regulations For unsuccessful applicants, job applications will be kept for a period of 6 months and then destroyed (paper copies) or deleted (electronic copies)</p>
<p>Minutes of Meetings</p>	<p>To comply with safeguarding purposes and to help us monitor and assess the quality of our services, our recommendation is that minutes shall generally be kept for at least 10 years from date of issue. Trustee minutes should be kept for the duration of the charity</p>
<p>Annual Reports</p>	<p>To help us monitor and assess the quality of our services and for historic interest, we will typically keep a permanent record of annual reports</p>
<p>Safeguarding Documents including DBS Certificates</p>	<p>Permanently or until advised otherwise by relevant government authorities. In practice, we do not keep paper copies of certificates but have direct on-line access to copies of these. We keep an electronic copy of DBS information</p>



Photography from groups/activities	In line with consent. Typically kept permanently for historical interest, either in paper form or electronically or both
Website Information	Accuracy of information published on the church website will be checked annually. Records of registered users will be deleted within 3 years of inactivity

Changes to our Data Retention Policy

Our Data Retention Policy is reviewed every 2 years to ensure that it reflects the most up-to-date legislation and to evaluate how information is used. We will notify any changes that result from updating this policy, so please check our website to see if there have been any changes which may affect you.

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