



## DATA RETENTION SCHEDULE FOR MOUNTSORREL BAPTIST CHURCH

### Introduction

This record retention schedule accompanies the Mountsorrel Baptist Church Data Protection Policy and has been adopted in compliance with the storage limitation principle in the Retained General Data Protection Regulation (UK GDPR). It sets out the time periods that different types of documents and records must be retained for business and legal purposes. This is a lengthy document listing the many types of records used by Mountsorrel Baptist Church and the applicable retention periods for each record type.

The retention periods are based on business needs and legal requirements. Information which is held longer than necessary carries additional risk and cost. Retention periods are independent of format and can therefore be applied to any medium whether paper or electronic. Data retention periods are listed below but please note that some software systems used by Mountsorrel Baptist Church may retain data for a limited period of days after being deleted before it is irretrievable (for example, MS Outlook mailbox data is retained for 30 days after being deleted).

This policy applies to all charity trustees (usually the minister, deacons and elders or Leadership Team), staff, volunteers and any other persons who process personal data in their role within the church. If you maintain any types of records that are not listed in this schedule, and it is not clear from the existing record types in this schedule which retention period should apply, please contact the Mountsorrel Baptist Church Data Protection Officer/Trustee for guidance.

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Section	Documents	Retention period	Reason	Action after Retention Period
Employment/HR	All information relating to recruitment, selection and development whilst in post	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Information on any disciplinary or grievance matter that is still 'live' on the individual's personnel file, including information on any penalty or warning imposed	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Information on an individual's health and sickness record, including information on any adjustment made to their working pattern, either on a temporary or permanent basis	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Redundancy records	6 years from date of redundancy	Limitation Act 1980	Destroy
	Information on any safeguarding concern or matter in which the employee was involved in any way	75 years after employment/role ceases (see Safeguarding Retention Schedule under Safeguarding below)	Requirements of the Independent Inquiry into Child Sexual Abuse (IICSA)	Not applicable
	Parental leave records	18 years from the date of the birth of a child	To enable future employers to check entitlement	Destroy
	Payroll records including correspondence with HMRC	6 years from the end of the financial year the records relate to.	Charities Act and HMRC Rules	Destroy
	Pensions Records	According to the schedules set by the Pension provider		Destroy

Section	Documents	Retention period	Reason	Action after Retention Period
	Application forms and interview notes for unsuccessful candidate	6 months to a year	2010 Equality Act recommends six months. One year limitation for defamation actions under Limitation Act.	Destroy
	Complaints records	1 year where complaint referred elsewhere otherwise 6 years from last action	Limitation Act 1980	Destroy

*(1) Six years is generally the time limit within which proceedings founded on contract may be brought*

<b>Finance</b>	All financial records – invoices, bills, bank statements, paying in books etc	6 years from the end of the financial year the record relates to	Charities Act and HMRC Rules	Destroy
	Gift Aid declarations	6 years after the last payment was made	HMRC Rules	Destroy
	Legacy information (i.e. documents which relate to a legacy received by the church)	6 years after the deceased's estate has been wound up	In line with requirements for other financial information	Destroy
	Church Annual Accounts and Reports	10 years <sup>(2)</sup>	Good practice	Archive (e.g. County Archive Office)

*(2) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before sent to archives.*

<b>General</b>	Correspondence (including emails)	Unless this relates to any other category of data listed here (e.g. finance, employment, safeguarding etc) correspondence should be kept for as long as is relevant. Churches might find it helpful for staff and volunteers to have an annual 'purge' of all correspondence and destroy any which is no longer relevant.		
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Section	Documents	Retention period	Reason	Action after Retention Period
<b>Health and Safety</b>	Reportable accidents / accident book	3 years after date of entry or end of any investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Destroy
	Records documenting external inspections	3 years after date of inspection	Good practice	Destroy
<b>Insurance</b>	Public liability policies and certificates	Permanently	Historical claims/commercial practice	Store securely with electronic copy as backup
	Employer's liability policies	Permanently	Employers' Liability (Compulsory Insurance) Regulations 1998 suggests 40 years	Store securely with electronic copy as backup
	Sundry insurance policies and insurance schedules	Until claims under policy are barred or 6 years after policy lapses, whichever is longer	Commercial practice	Destroy
	Claims correspondence	6 years after last action	Commercial practice	Destroy
<b>Meetings</b>	Church Meeting Minutes	10 years from the date of the meeting <sup>(3)</sup>	Good practice	Archive
	Trustee Meeting Minutes	10 years from the date of the meeting <sup>(3)</sup>	Good practice	Archive
	Minutes of internal groups	5 years from the date of the meeting	Good practice	Destroy unless of particular value in which case send to Archive

*(3) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before sent to archives.*

Section	Documents	Retention period	Reason	Action after Retention Period
<b>Membership</b>	Church Membership List (Names)	Permanent but reviewed and updated regularly	Good practice	To Archive if church closes
	Contact details of Church Members and regular attenders	6 months after individual has ceased to be a member or stopped attending church. <sup>[4]</sup>	Good practice	Destroy
	Church Contact list or Directory	1 year after publication	Good practice	Destroy

(4) Unless individual asks for their details to be removed immediately

<b>Property</b>	Title Deeds for property (where church holds their own)	Permanently or until property is disposed of	Limitation Act 1980	Keep copy for 6 years after property has been disposed of
	Leases	12 years after lease and liabilities under the lease have terminated	Limitation Act 1980	Destroy
	Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of major refurbishments and redevelopments.	Permanently or until six years after property is disposed of	Limitation Act 1980	Destroy 6 years after property is disposed of

<b>Safeguarding</b>	See separate Safeguarding Retention Schedule at <a href="http://www.baptist.org.uk/gdprsafeguarding">www.baptist.org.uk/gdprsafeguarding</a>			
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<b>Website and communications platforms</b>	The website makes use of YouTube for playing videos, webinars and live broadcasting. For information on how You Tube retain data please see their respective privacy policies.	Subject to regular review.	Privacy and Electronic Communications Regulations 2003 Removed when no longer relevant otherwise retained for legitimate interest of supporting and resourcing church members (subject to individual data subjects' rights).	Destroy
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