

North Bradley Baptist Church – Data Retention Policy

In this policy “we” / “us” refers to North Bradley Baptist Church, which is the data controller for your personal data.

This policy should be read in conjunction with our Privacy Notice, which is available at www.nbbc.org.uk or from our Data Protection Officer Phil Taylor (01225 763 583 / dataprotection@nbbc.org.uk).

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 NBBC.

When it is necessary for any personal data to be disposed of or destroyed, it must be done so safely and securely, for example by shredding (for paper records) or comprehensively deleting (for electronic records). 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. If anyone within the church needs help to dispose of personal data they should seek the advice of the Data Protection Officer.

Types of Data	Retention Period
Church members - general information	<ul style="list-style-type: none"> - Accuracy of records will be checked annually - A permanent record is kept in our “membership book” of the names of all members (past and present) - Contact details and other basic demographic information (such as birthdates) and consent forms will be deleted within 3 years of membership ceasing
Attendees of groups / activities	<ul style="list-style-type: none"> - Accuracy of records will be checked annually - Where appropriate, attendance records should be kept permanently (for safeguarding purposes). Contact details and other basic demographic information (such as birthdates) and consent forms will be deleted within 3 years of attendance ceasing
Financial information relating to donors, speakers, employees and suppliers	<ul style="list-style-type: none"> - Accuracy of records will be checked annually - Financial records such as bank account details and gift aid declarations will be deleted after 3 years of inactivity.
Accident books	<p>In line with RIDDOR 1985 we need to keep records for the following periods:</p> <ul style="list-style-type: none"> - Adults - minimum 3 years after the date of the last entry - Children - minimum 3 years after the child attains 18 years <p>Due to the format of the accident log, this means in practice that we will need to securely store all accident books permanently.</p>
Staff personnel files, including: <ul style="list-style-type: none"> - Job Application forms and contracts - Training & appraisal records - Notes about disciplinary / grievance hearings - Health records and statutory sick pay records - Tax and NI returns and correspondence with tax office 	<p>All such records will be kept throughout the period of employment, and for 6 years after employment ceases.</p> <p>This would be in accordance with advice in regulations such as:</p> <ul style="list-style-type: none"> - Statutory Sick Pay (General) Regulations 1982 - Management of Health and Safety at Work Regulations
Minutes of meetings	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.
Annual reports	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.

Safeguarding Documents including DBS Certificates	Permanently or until advised otherwise by relevant government authorities.
Photography from groups / activities	In line with consent. Typically kept permanently for historical interest.
Website information	Accuracy of information published on church website will be checked annually. Records of registered users will be deleted within 3 years of inactivity.

We reserve the right to change this policy at any time. Where appropriate we will notify data subjects of those changes by mail or email.

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www.nbbc.org.uk
Registered Charity, No 1179667