# Retention Policy

# Storage of Data and Records Statement

1. All data and records will be stored in accordance with the security requirements of the Data Protection Legislation and in the most convenient and appropriate location having regard to the period of retention required and the frequency with which access will be made to the record.
2. Data and records which are active should be stored in the most appropriate place for their purpose commensurate with security requirements.
3. Data and records which are no longer active, due to their age or subject, should be stored in the most appropriate place for their purpose.
4. The degree of security required for file storage will reflect the sensitivity and confidential nature of any material recorded.
5. Any data file or record which contains personal data of any form can be considered as confidential in nature.
6. Data and records are not to be kept for longer than is necessary. This principle finds statutory form in the Data Protection Legislation, which requires that personal data processed for any purpose "shall not be kept for longer than is necessary for that purpose".
7. The process for disposal of any data no longer required must be safe, for example by shredding.
8. Special care must be given to disposing of data stored in electronic media.

Policy adopted on 16th May 2018 at meeting of Trustees

## Guidelines for Retention of Personal Data

If you have any queries regarding retaining or disposing of data please contact the Data Compliance Manager or the Chair of Trustees

**Types of Data Suggested Retention Period**

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| Personnel files, including training records and notes of disciplinary and grievance hearings. | * 6 years from the end of employment |
| Application forms / interview notes | * Maximum of two years from the date of the interviews for those not subsequently employed. If employed, retain in personnel file. |
| Information relating to children | * Check for accuracy once a year |
| Income Tax and NI returns, including correspondence with tax office | * At least 6 years after the end of the financial year to which the records relate |
| Statutory Maternity Pay records and calculations | * As above * (Statutory Maternity Pay (General) Regulations 1986) |
| Statutory Sick Pay records and calculations | * As above * Statutory Sick Pay (General) Regulations 1982 |
| Wages and salary records | * 6 years from the tax year in which generated |
| Accident books, and records and reports of accidents | * (for Adults) 3 years after the date of the last entry * (for children) three years after the child attains 18 years (RIDDOR 1985) |
| Health records | * 6 months from date of leaving employment * (Management of Health and Safety at Work Regulations) |
| Health records where reason for termination of employment is connected with health, including stress related illness | * 3 years from date of leaving employment * (Limitation period for personal injury) claims) |
| Minutes of Deacons Meetings | * 3 years from the date meeting was held |
| Church Contact lists | * Check for accuracy once a year * Record that the Adult was an attender * Secure destruction of personal data other than name and fact of attendance– three years after cease to be attend |