

Ballee Baptist Church - Data 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 Data and records which are no longer active, due to their age or subject, should be stored in the most appropriate place for their purpose.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 should not 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". All groups are required to have regard to the Guidelines for Retention of Personal Data attached hereto.
7. When data is no longer required it must be destroyed securely manner e.g. shredding paper based material or wiping disk drive(s) to remove electronic data.
8. Special care must be given to disposing of data stored in electronic media. Guidance will be given by the Church Leadership team to any group which has stored personal data relating to its members on for example personal computers which are to be disposed of.

Adopted: 2018 05 14

Ballee Baptist Church is registered with the Charity Commission for Northern Ireland: (NIC101764)

Guidelines for Retention of Personal Data

Types of Data	Retention Period
Minutes of Oversight Meetings / Salt Committee etc.	<ul style="list-style-type: none"> • Permanent
Youth Ministries (Sunday School & Bible Classes / Youth Club Good News & Holiday Bible Clubs / Little Sunbeams)	<ul style="list-style-type: none"> • Record that child / young person was a member of the group – permanent • Secure destruction of personal data other than name, date of birth and fact of attendance after current year +1
Church member information (check for accuracy annually)	<ul style="list-style-type: none"> • Record of membership – permanent • Secure destruction of personal data other than name and fact of membership within 6 months of resignation or death
Church adherent information	<ul style="list-style-type: none"> • Secure destruction of personal data other than name – three years after ceasing to attend on regular basis or on death
Church Groups (Ladies / Men's Fellowships etc.) (check for accuracy annually)	<ul style="list-style-type: none"> • Record that adult was a member of group – permanent • Secure destruction of personal data other than name and fact of Group membership – three years from last attendance
Annual Accounts Income Tax and NI returns & PAYE correspondence Gift Aid	<ul style="list-style-type: none"> • Permanent • 10 years after the end of the financial year to which the records relate • 10 years after the end of the financial year to which the records relate
Application forms. interview notes All personnel files relating to salary / benefits / PAYE	<ul style="list-style-type: none"> • Maximum of one year from the date of the interviews for those not subsequently employed. If employed, retain in personnel file. • 10 Years from end of employment
Accident books, and records and reports of accidents	<ul style="list-style-type: none"> • Adults: 3 years after the date of the last entry • Children: 3 years after the child attains 18 years (RIDDOR 1985)
Trust deeds Legal documentation Insurance policies	<ul style="list-style-type: none"> • Permanent • 12 years from date of completion • 2 years
General correspondence Claims correspondence	<ul style="list-style-type: none"> • Conclusion of matter + 1 year • 3 years after last action

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