



## **DATA RETENTION**

### **The PCC of St James and St Paul's West Bromwich**

Data retention and storage is part of GDPR. Data may no longer be stored indefinitely or without good reason.

#### **Security of Storage**

All data must be securely stored and its place of storage documented. An individual has the right to know where and how their data is stored.

Systems of storage for both paper and electronic documentation should be the same.

Some documents are in the public domain and do not fall under these guidelines. For example, Parish magazines.

#### **Paper Documentation**

1. Paper documentation must be locked into cupboards/rooms that have restricted access. The physical locations of these documents are to be:
  - St James Vestry or St James Children's Room
  - St Paul Vestry
  - The Vicarage Study.
2. No church member or officer may store church documentation at home without permission and when this is done, it must be securely locked away.
3. Care must be taken when moving documentation or devices containing electronic documentation between locations or removing it for specific temporary use. It should not be left unattended in a public place or in a vehicle.
4. If an electronic document is kept, a paper copy of the same document is not required unless it has been physically signed.
5. Paper documentation which includes personal details must be shredded or securely destroyed at the end of the retention period.

#### **Electronic Documents**

1. Electronic documents must be individually password protected or encrypted.
2. Extra care must be taken if working from a personal device on a church document or with church data.
3. Electronic documentation and backups must be permanently destroyed at the end of the data retention period.

**Data Retention Periods:**

- a) For children's activities – the simple details of where there were Sunday Schools, holiday clubs, choirs etc = 50yrs after the activity has ceased.
- b) Where there were safeguarding records relating to concerns raised or any risk assessments etc = 70yrs after the last contact with the individual.
- c) Personnel files for employees (or volunteers where these are available) for anyone working with children or vulnerable adults = 75yrs after employment.
- d) Application forms for those not successful at application stage =1yr after the role has been filled. Then the form should be shredded and destroyed.

Guidance on specific retention periods can be found at: [http://www.lambethpalacelibrary.org/files/care\\_of\\_parish\\_records\\_keep\\_or\\_bin\\_-\\_2009\\_edition\\_0.pdf](http://www.lambethpalacelibrary.org/files/care_of_parish_records_keep_or_bin_-_2009_edition_0.pdf)

<http://www.lambethpalacelibrary.org/content/recordsmanagement>

Please note that this guidance may change as it is updated when required.

The PCC of St James and St Paul's West Bromwich.