

## DATA RETENTION POLICY - ST EDITH'S, SHOCKLACH GDPR

Data Description / Type	Use of data	Data held by	Security Controls in place	Length of time for data to be held	FINAL OUTCOME
Gift Aid Declarations	For claiming Gift Aid	Gift Aid Officer & accessed by Treasurer	Paper declarations in <b>secure filing cabinet or lockable box file</b>  Spreadsheet password protected	6 complete calendar years after last gift aid claimed on the declaration	Shredded
PCC	Identifying members of PCC and communicating business. Names will be public on internet (Church website)	Secretary, Wardens, Clergy, Treasurer and PCC members. Names on website.  PCC and Standing Committee Minutes available upon formal request	PCC Secretary: PC has up-to-date antivirus protection. All individual devices will be password-protected.  Blind copying of e-mails. Church telephone number to move with incumbent / Church Wardens	Annual update of data, retaining only current members' names.  Minutes held by PCC Secretary until no longer required for parish business. Historic minutes held indefinitely, but will be sent for storage to Diocesan Record office	Remove names and records of people as they leave the PCC
Officers	Historical and public information in Public Domain (names).  Publishing of contact details for any Officer of the church on the church website	Church Authorities / Secretary / Incumbent Church Wardens,	Privacy Notice	Details removed from current PCC records as people leave office	Names removed from PCC lists of members and from website

Children < 13	Administering membership and organising events / activities	Group Leaders and Assistants	Paper declarations to be kept in a filing cabinet. Spreadsheets and databases to be password controlled and sharing of restricted emails to participants to be bcc'd.	During participation in activities and until aged 18	Names and details removed from lists of members and from any electronic devices
Rotas	For arranging rotas / activities	Rota organisers and committee heads, Incumbent, Church Wardens	Password protected and PCs up-to- date. E-mails to participants to be bcc'd.	Annual review	Remove names and records of people as they leave groups and activities
Deaths, Marriages and Baptisms: Legal Registers	Registering the names of those who have died, married, been baptised	Incumbent Church Wardens Verger	In locked safe in church vestry	Forever. Once filled one marriage register to be sent to the Registrar General's Office, one retained in church safe or sent to Diocesan Record Office  Burial register and Baptism records will be held in the safe and sent to Diocesan Record Office when registers are full	One marriage register to be sent to Registrar General when full Second to remain in safe until passed to Diocesan Record Office in Chester  Burial and baptism registers sent to Diocesan Record Office when full
Deaths, Marriages, Baptisms: forms	Arranging details for the services	Incumbent, Church Wardens, Verger	Locked in filing cabinet at Incumbent's home	During preparation period for these	

filled in by applicants for these 'Occasional Services'	Held for 12 months for anniversary services			services . Held for 12 months for anniversary services	Shredded
<i>Additional information</i> Burial record	Recording the location of burials in the churchyard	PCC Secretary. Access for Church Wardens, Funeral Director, Gravedigger	Paper record in file in locked vestry Electronic version on password-protected device	Forever	N/A