

DATA RETENTION POLICY - ST MARY'S TILSTON 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 secure filing cabinet or lockable box file 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	Secretary: PC up to date Antivirus protected. Blind copying of emails. All individual devices will be password protected	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 / PCC 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	Group Leaders and Assistants	Paper declarations to be kept in a filing	During participation in activities and until aged	Names and details removed from lists of

	organising events / activities		cabinet. Spreadsheets and databases to be password controlled and sharing of emails to participants to be bcc'd. Texting by consent only	18	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 filled in by applicants for these 'Occasional Services'	Arranging details for the services Held for 12 months for anniversary services	Incumbent, Church Wardens, Verger	Locked in filing cabinet at Incumbent's home	During preparation period for these services . Held for 12 months for anniversary services	Shredded

