



Data Retention Policy

Walsgrave Baptist Church (WBC) holds and processes personal data about living individuals for the purpose of general church administration and communication.

As a church we are committed to complying with the current General Data Protection Regulation. Being committed to complying with the original eight principles of the 1998 Data Protection Act, this policy focusses on the fifth principle, which states:

"Personal data must not be kept for any longer than is necessary."

1. Church Services
 - a. Marriage Registers will be retained in a locked church safe permanently and phased returns will be made to the local archives/registry office.
 - b. Marriage Certificate counterfoils will be kept in a locked church safe until two years after the latest entry and then will be destroyed.
 - c. Marriage Application forms will be kept in a locked church office draw until two years after the wedding and then will be destroyed.
2. Church Buildings and Property
 - a. Documents concerning the tenancy of the Manse will be kept in a locked church filing cabinet until two years after the tenant(s) leave(s) and then will be destroyed. Financial documents regarding the Manse tenancy will be stored with the finance files and destroyed after seven years.
 - b. Contract details concerning building works will be retained either for seven years with the financial documents, or archived if relating to important changes made to the structure and fabric of the church building, which may have historical significance.
 - c. Communications and documents regarding hiring of the church rooms will be processed and stored in the church office. Requests that have been denied will be erased within two weeks of the final communication. One-off booking information will be destroyed within one month of the booking date. Regular booking information will be destroyed within one year of the final booking date. Copies of invoices and other financial information regarding bookings will be stored with the finance files and destroyed after seven years.
3. Finance and Employment
 - a. Records that could be audited for financial reasons, including Gift Aid information will be retained for seven years, defined by HMRC as "6 years after the last entry in a record followed by first review and/or destruction to be carried out in the additional current (+1) accounting year." See www.gov.uk for more information.
 - b. Records of employees no longer in post, apart from financial records, may be kept up to two years after the final date of employment.
4. Safeguarding
 - a. Documents that come under the category of Safeguarding, such as children's registration forms, group registers, DBS details, incident reports and so on may be

