

## SECOND SCHEDULE – DATA RETENTION PERIODS

PART A				
Section	Documents	Retention period	Reason	Action after Retention Period
<b>Employment</b>	All information relating to recruitment, selection and development whilst in post	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Information on any disciplinary or grievance matter that is still 'live' on the individual's personnel file, including information on any penalty or warning imposed	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Information on an individual's health and sickness record, including information on any adjustment made to their working pattern, either on a temporary or permanent basis	6 years after post-holder has left your employment	Limitation Act 1980 <sup>(1)</sup>	Destroy
	Information on any safeguarding concern or matter in which the employee was involved in any way	75 years after employment/role ceases (see Safeguarding Record Keeping under Safeguarding below)	Requirements of the Independent Inquiry into Child Sexual Abuse (IICSA)	Not applicable
	Parental leave records	18 years from the date of the birth of a child	To enable future employers to check entitlement	Destroy
	Payroll records including correspondence with HMRC	6 years from the end of the financial year the records relate to.	Charities Act and HMRC Rules	Destroy
	Pensions Records	Permanently	Pensions Act/Regulations 2006 No.18	Not applicable

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	Application forms and interview notes for unsuccessful candidate	6 months to a year	2010 Equality Act recommends six months. One year limitation for defamation actions under Limitation Act.	Destroy
<b>Employers' Liability Insurance</b>	Certificate issued by insurer annually	40 years	Employers' Liability (Compulsory Insurance) Regulations 1998	Destroy

*(1) Six years is generally the time limit within which proceedings founded on contract may be brought*

<b>Finance</b>	All financial records – invoices, bills, bank statements, paying in books, donations, etc	6 years from the end of the financial year the record relates to	Charities Act and HMRC Rules	Destroy
	Salaries/expenses details	6 years after last payment made + the current year	Taxes Management Act, 1970	Destroy
	Gift Aid declarations	6 years after the last payment was made	HMRC Rules	Destroy
	Legacy information (i.e. documents which relate to a legacy received by the church)	6 years after the deceased's estate has been wound up	In line with requirements for other financial information	Destroy
	Church Annual Accounts and Reports	10 years <sup>(2)</sup>	Good practice	Archive

*(2) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before sent to archives.*

<b>Administration</b>	General correspondence (by letter, email, etc.)	For as long as is reasonably necessary depending on nature and content	Good practice	Unless it relates to any other category of data listed in this Schedule, staff and volunteers should have an annual 'purge' of all correspondence and destroy any which is no longer relevant.
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<b>Insurance</b>	Contact details relating to the administration of specific organised events	Until the end of the event and completion of any follow-up issues	Good practice	Destroy
	Insurance Policies, claims and correspondence	3 years after lapse of policy, 6 years after any claim	Data Protection Act, 1998	Destroy

<b>Regular Attenders</b>	Contact details of regular attenders	6 months after individual has stopped attending church. <sup>[3]</sup>	Good practice	Destroy
	Friends' contact details	For as long as person requests but reviewed regularly	Good practice	Destroy
	Church Contact list or Directory	For as long as individual's connection continues but reviewed regularly	Good practice	Destroy

*(3) Unless individual asks for their details to be removed immediately*

<b>Health and Safety</b>	Reportable accidents/accident book	3 years after date of entry or end of any investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Destroy
	Records documenting external inspections	3 years after date of inspection	Good practice	Destroy

<b>Meetings</b>	Trustee Meeting Minutes	10 years from the date of the meeting <sup>(4)</sup>	Charities Act and good practice	Archive (e.g. County Archive Office)
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	Minutes of internal groups	5 years from the date of the meeting	Good practice	Destroy unless of particular value in which case send to Archive
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(4) *These should be kept permanently somewhere secure. 10 years is a suggested minimum period the information is held by the church before considering archival storage.*

<b>Building Hire</b>	Leases	12 years after lease and liabilities under the lease have terminated	Limitation Act 1980	Destroy
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<b>Children, Youth &amp; Families</b>	Contact details of parents/guardians/youth/children <sup>(5)</sup>	1 year then reviewed. Deleted if attendance has ceased	Good practice	Destroy
	Photographs (only with explicit consent) <sup>(5)</sup>	1 year	Good practice	Destroy

(5) *This includes holding this information electronically on any device, texts, etc*

<b>Safeguarding</b>	See separate Safeguarding Records Retention Schedule attached as separate page			
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<b>Messy Church</b>	Contact details of regular attenders (however stored) <sup>(5)</sup>	6 months after individual has ceased attending	Good practice	Destroy
	Photographs (only with explicit consent) <sup>(5)</sup>	1 year	Good practice	

<b>Pastoral matters</b>	Sensitive data such team prayer notes, pastoral notes made or given by person <sup>(5)</sup>	Limited to active case duration	Good practice	Destroy
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*(5) This includes holding this information electronically on any device, texts, etc*

### PERIODS

#### PART B

#### Retention of Safeguarding Records

Category	Type of Record	Retention Period
Allegations/concerns/ risk assessments/ safeguarding contracts	Records of safeguarding incidents, allegations or concerns	75 years after last contact with the individual concerned
	Records that relate to safeguarding concerns/allegations about church workers (paid or voluntary)	75 years after employment / role ceases
	Risk assessments / safeguarding contracts concerning known or alleged offenders	75 years after last contact with the individual concerned
Events / activities specifically for children and young people / adults at risk (where no safeguarding incidents or concerns raised)	Registers / records of events or activities*	At least 3 years after the event
	Parent / carer consent forms*	At least 3 years after the form has been completed
	First Aid / accident forms*	At least 3 years after the form has been completed
	Health and safety risk assessment*	At least 3 years after the risk assessment has been completed.
Employment	Minister personnel records where there are safeguarding allegations / investigations, regardless of the findings	75 years from the date of the minister's death
	Personnel records relating to church workers whose role involves contact with children and adults at risk	75 years after employment / role ceases
Disclosure and Barring Service (DBS) checks	Record of a Disclosure and Barring Service (DBS) check being undertaken for a church worker (paid or voluntary)	75 years after employment / role ceases (Please see BUGB Guide to DBS Checks for more information on what to keep)
	Record of a minister's DBS check history	75 years from the date of the minister's death
Discipline	Record of a church worker's (paid or voluntary) disciplinary procedure relating to safeguarding allegations / offences	75 years after employment / role ceases
	Record of a minister's disciplinary procedure relating to safeguarding allegations / offences	75 years from date of the minister's death