



Data Protection Policy

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1 Introduction

The protection of personal data is enshrined in UK law, but it is also a moral responsibility that the Parish of Caversham Thameside and Mapledurham takes seriously. Embedding data protection within the organisation benefits the Parish of Caversham Thameside and Mapledurham, the Church and all individuals who interact with us, by enabling uniform and consistent decision making, building a

culture of awareness and responsibility, making personal data management and infrastructure more resilient; and, through transparency and accountability, instilling trust and confidence in individuals when they provide us with their data, and ensuring their rights and freedoms are upheld.

1.1 Purpose

The purpose of this policy is to describe the steps that the Parish of Caversham Thameside and Mapledurham are taking to comply with data protection legislation, to ensure that our compliance with the relevant legislation is clear and demonstrable.

This policy is also intended to provide us with measures for ensuring that risks to individuals through misuse of personal data are minimised, such as:

- personal data being used by unauthorised individuals through poor security or inappropriate disclosure;
- individuals being harmed by decisions made using inaccurate or insufficient data;
- individuals being uninformed by lack of transparency leading to unlawful practice;
- the invasion of privacy due to over-collection or over-retention of data.

1.2 Scope

This policy applies to the Parish of Caversham Thameside and Mapledurham, which includes the Parochial Church Council (PCC) and the incumbent, the Rector of Caversham Thameside and Mapledurham.

We expect all those processing personal data on behalf of the Parish of Caversham Thameside and Mapledurham to act in accordance with this policy when engaged in the business of the parish.

Joint Data Controllers

The incumbent and PCC have agreed to work as joint data controllers for data protection purposes

1.3 Definitions

- **Personal Data** - Any information that relates to an identifiable living individual.
- **Special Categories of Personal Data** (also known as sensitive personal data) - Specific types of data that require additional care being taken when processing. The categories are: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation.
- **Data processing** – Any activity relating to the collection, recording, organising, structuring, use, amendment, storage, access, retrieval, transfer, analysis, disclosure, dissemination, combination, restriction, erasure or disposal of personal data.
- **Data Protection Impact Assessment (DPIA)** - A process designed to help systematically analyse, identify and minimise the data protection risks of a project or activity.
- **Data Subject** - The individual to whom the data being processed relates.
- **Data Controller** - A body or organisation that makes decisions on how personal data is being processed. Data Controllers almost always also process data.
- **Data breach** - any occasion when personal data is: accidentally or unlawfully lost, destroyed, corrupted or disclosed; accessed or passed on without proper authorisation; or made unavailable (through being hacked or by accidental loss/destruction).

- **3rd Party Data Processors** – Other legal entities that process data on behalf of a Data Controller and under instruction from the Data Controller. Data Processors do not have the ability to make decisions about *how* the data should be processed, there should be documented instructions from the Data Controller about what the processor can and cannot do with the data (known as a Data Processing/Sharing Agreement).

2 Policy Statement

Personal data that the Parish of Caversham Thameside and Mapledurham collects, uses, stores, transfers, shares and disposes of must be handled in line with the following policy.

2.1 Data Protection Lead

The Parish of Caversham Thameside and Mapledurham has a Data Protection Officer (DPO) who may be contacted by emailing: dataprotection@ctmparish.org.uk or by phoning: 0118 996 8836.

They are responsible for assisting the Parish of Caversham Thameside and Mapledurham to monitor internal compliance and to inform and advise on data protection obligations.

They will monitor data sharing agreements, data breaches, information risk, subject access requests and compliance with data protection policies and procedures. They will report to the PCC.

2.2 Principles of data protection

Personal data is processed according to the following principles:

1. **Data is processed lawfully, fairly and in a transparent manner** in relation to the data subject, through the provision of clear and transparent privacy notices and responses to individual rights requests.
2. **Data is collected for specified, explicit and legitimate reasons** and not further processed for different reasons incompatible with these purposes. The Parish of Caversham Thameside and Mapledurham will maintain an Information Asset Register (Appendix 2) and Register of Processing Activities (Appendix 3) for the parish that will be regularly and consistently reviewed and updated at least annually. Data that is stored and used for archiving purposes in the public interest, scientific or historical research or statistical purposes will be managed by and stored at the Royal Berkshire Archives and the Oxfordshire History Centre.
3. **Data is adequate, relevant and not more than is necessary** to complete the task for which it was collected and will be subject to regular review of data collection and processing needs.
4. **Data is accurate and up-to-date** and reasonable steps will be taken to ensure this through regular data quality checks.
5. **Data is not kept for longer than is necessary** to complete the task for which it was collected, by the implementation of a retention schedule (Appendix 4) and a regular data cleansing programme.
6. **Data is kept secure**, with appropriate technical and organisational measures to protect against unauthorised or illegal processing, accidental corruption, loss or disclosure of personal data. This will include:
 - storing paper copies of personal data in locked cabinets;
 - maintaining password protection of electronic data held on computers and online storage;
 - ensuring access to paper and electronic media is restricted only to those individuals authorised to access the data;

- ensuring that extra precautions are taken when personal data is carried in public places, to keep the risk of data breaches to an acceptable level.

To maintain appropriate data security, we will undertake regular risk assessments of our practices and provide awareness and training to all those processing personal data on behalf of the parish.

7. **Data that is transferred outside the** United Kingdom will only take place with appropriate safeguards to protect the rights of individuals.
8. **Accountability.** The Parish of Caversham Thameside and Mapledurham are responsible for, and will demonstrate, compliance with the principles by:
 - Adopting and implementing this data protection policy;
 - Publish privacy notices to explain our data protection practices to those whose personal data we process
 - Put in place written contracts with 3rd party Data Processors that process personal data on our behalf;
 - Implementing annual reviews, to update the measures we have put in place.

2.3 Collecting personal data

Data protection legislation requires that the collection and use of personal data is fair and transparent. If we acquire any personal data related to an individual (including employees, officer holders, volunteers, suppliers, supporters or other external contacts), either directly from the data subject or from a third party, we must do so in line with the above 'Principles of Data Protection'.

If we acquire data in error (that is, data we should not have access to), by whatever means, we must inform the Data Protection Lead who will assess whether the data should be retained and if so, arrange for it to be given to the appropriate individual.

2.4 Privacy Notices

Individuals have the right to be informed about the collection and use of their personal data and the Parish of Caversham Thameside and Mapledurham will be open and transparent about our use of personal data in line with this Policy. Our current privacy notice can be found here: https://www.ctmparish.org.uk/wp-content/uploads/2022/01/2022_Data_privacy_notice.pdf. We shall create and maintain one or more privacy notices, covering our data processing activities relating to personal data. Privacy notice(s) will be published on our website and we will provide this to individuals at the time we collect or significantly amend their personal data.

If our data processing practices change, causing a Privacy Notice to be updated, we will reissue the notice to the affected data subjects, by email.

2.5 Lawful bases

Personal data must only be processed once we have identified an appropriate lawful reason to do so. There are six available lawful bases for processing (Appendix 1). No single basis is 'better' or more important than the others, we must decide which basis is most appropriate depending on our purpose and relationship with the individual.

The Lawful basis for different areas of our data processing will be included in Appendix 3 of this policy and indicated in the relevant Privacy Notice.

2.6 Individual rights

Data protection legislation gives individuals specific rights regarding their personal data:

1. The right to be informed
2. The right to access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability (unlikely to be relevant to parishes or deaneries)
7. The right to object
8. Rights in relation to automated decision making and profiling (unlikely to be relevant to parishes or deaneries)

2.7 Data Protection Impact Assessment

The Parish of Caversham Thameside and Mapledurham has adopted the principle of privacy by design. All new projects, updated processes or significantly changed systems that require the use of personal data and may pose a high risk to data subjects, will be subject to a Data Protection Impact Assessment (DPIA). A DPIA template is available here: <https://ico.org.uk/media/about-the-ico/consultations/2258461/dpia-template-v04-post-comms-review-20180308.pdf>.

2.8 Data Sharing

As a data controller, we recognise that when we share personal data with third parties, we are responsible for:

- ensuring the third party complies with GDPR, and
- stating any constraints or requirements about what the third party can or cannot do with our data.

When sharing or disclosing personal data we shall ensure that:

- We consider the benefits and risks, either to individuals or the Church, of sharing the data, along with the potential results of not sharing the data;
- We are clear about with whom we can share the data. If we are unsure, we check with the data owner, or our Data Protection Lead person.
- We do not disclose personal data about an individual to an external organisation without first checking that we have a legitimate reason to do so (see above 'Lawful bases' section).
- If we must transfer or share data, we do so using appropriate security measures;
- If we are sharing data outside of the UK or the EU, we take particular care to ensure that the destination country meets all the necessary requirements to protect the data.

If we are unsure whether or not we can share information, we will contact our Data Protection Lead person.

Data Sharing statements

We may state any constraints or requirements on the use of data shared with third parties in the following ways, depending on the level of risk:

- Through the use of disclaimer-type statements in emails or on contractor job sheets
- By the inclusion of a 'Data Protection' section of a contract with a third party (such as a leasing agreement)
- By a standalone 'Data Sharing Agreement'

2.9 Storing and disposing of data

We will ensure that we use the most appropriate and secure methods available for both storage and disposal of personal data. We will ensure that:

- In so far as we are able, all personal data in our possession is kept secure from unauthorised access;
- We lock physical files containing personal data in a secure cabinet;
- We are vigilant of our surroundings, in particular when working outside of normal office locations, being careful not to place any personal data in a position where it can be viewed, stolen or lost;
- All devices used to handle personal data are password protected and we do not share passwords;
- Desks are kept clear of personal data when not occupied.

2.10 Fact versus Opinion

When using personal data, it is our policy not to write comments about any individual that are unfair, untrue or offensive and that you would not be able to defend if challenged. In general we:

- Express facts, not opinions
- Work on the basis that anything written about an individual might be seen by that individual.

This includes emails. Although a certain amount of informality attaches to email writing, it should not be overlooked that these can provide a written record of our comments and, in the event of a Subject Access Request, they are subject to disclosure if they contain personal data.

2.11 Data Breaches

A personal data breach means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes.

There will be a personal data breach whenever any personal data is lost, destroyed, corrupted or inappropriately disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.

Any data breach, as described above, is to be reported to the Data Protection Lead person.

Where a breach is known to have occurred which is likely to result in a high risk to the rights and freedoms of individuals, our Data Protection Lead person will report this to the ICO within 72 hours

and will co-operate with any subsequent investigation. We will contact the affected data subject(s) where it is necessary to do so.

2.12 Training

We will provide appropriate support and training to all those involved in the parish in the safe and lawful processing of personal data.

3 Approval and review

Approved by	Parochial Church Council
Policy owner	Karen Eaves
Policy author	Jacquie Kavanagh & Karen Eaves
Date	22/01/2025
Review date	1 year

4 APPENDIX 1 – Lawful bases (from GDPR Article 6)

Definition of Legitimate interest

The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Legitimate Interest Assessment. When can you rely on legitimate interests?

- When processing is not required by law but is of benefit to you
- When there is a limited privacy impact on the data subject
- When the data subject would reasonably expect your processing to take place

In order to use legitimate interests as your lawful basis for processing, your processing must therefore meet all of the following criteria:

- Have a specific purpose with a defined benefit
- Be necessary – if your defined benefit can be achieved without processing personal data then legitimate interests is not appropriate
- Be balanced against, and not override, the interests, rights and freedoms of data subjects

Contract

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation

The processing is necessary for you to comply with the law (not including contractual obligations).

Consent

The individual has given clear consent for you to process their personal data for a specific purpose.

If Consent is used it must be valid (freely given, unambiguous, actively selected, can easily be withdrawn); both giving and withdrawing consent must be recorded.

Consent is not required in order to provide a legitimate service. If it is an essential service (e.g. pension, payroll etc) then the data controller cannot refuse the service, so there is effectively no choice, so consent is not valid.

Vital interests

The processing is necessary to protect someone's life.

Public Task

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

For further information and assistance seek advice from [the DPO or Data Protection Lead or local registrar as appropriate].

<https://www.oxford.anglican.org/support-services/general-data-protection-regulation-parishes/>

5 APPENDIX 2 - Information Asset Register

No.	Title and description	Storage: location and format	Sensitivity of data (risk)
A. Legal			
A1	Signed tenancy agreements for parish owed properties	Hard copy stored securely by at Parish Rooms Office (the Parish Administrator's office) Soft and hard copies also stored by agents	high
A2	Safeguarding cases	Rector only. Soft copy – Password protected. Hard copy – kept in locked cabinet in Rector's office	high
A3	Contact consent forms	Hard copies held in Parish Rooms Office until no longer needed – death, moved away, left, asked to be removed. Soft copies held on Parish Administrator's pc until no longer needed as above	medium
A4	Electoral Roll	Held on password protected pc. Parish Administrator only can access	low
A5	Electoral Roll forms	Hard copy only. Held in file in Parish Rooms Office	medium
A6	Electoral Roll list for display in churches	Names only. Displayed for one year then shredded	low
B. Personnel/Staff			
B1	Parish employee records	Hard copies kept in locked offices. Soft copies on clergy password protected pcs	high
B2	DBS & referencing	Parish Administrator only. Soft copy – Password protected pc. Hard copy – kept in locked office	high
B3	Recruitment candidates	Soft & hard copies held securely by recruiter, Parish Administrator, clergy as appropriate.	high
C. Finance			
C1	Financial records	Final accounts form part of PCC Minutes – permanent. Other financial records six years plus current held in hard and soft copy by Treasurers/Parish Administrator. Trustees Report and Annual Accounts available on Charity Commission website	low
C2	Gift Aid Declarations	Password protected pcs belonging to Church Treasurers/ Church Giving Officer	high
C3	St Peter's completed blue envelopes	Gift Aid Officer's home then Parish Rooms Office for storage	high
C4	Parish Grants Applications	Parish Grants Committee members only. Password-protected computer and paper copies kept by committee	medium
C5	Children's Society box holders	Local administrator. Hard copy only, securely stored	high

No.	Title and description	Storage: location and format	Sensitivity of data (risk)
D. Parish Records and Occasional Offices			
D1	Service registers	Hard copy only, held in church safe whilst current. Held in perpetuity by local Record Office	Low
D2	Baptism forms	Soft copies on password protected pcs. Clergy & admin team only can access. Hard copies in safe/vestry/clergy offices	medium
D3	Baptism follow-up	Held on password protected pc. Parish Administrator & clergy team can access	medium
D4	Baptism Registers	Hard copy only, held in church safe whilst current. Held in perpetuity by local Record Office	medium
D5	Banns forms	soft copy on password protected pc. Hard copy with Parish Administrator in locked office, copy at church in locked safe	medium
D6	Banns Registers	Hard copy only, held in church safe whilst current. Held in perpetuity by local Record Office	low
D7	Wedding forms	Soft copy on password protected pc. Hard copy with Parish Administrator in locked office, copy at church in locked safe, hard copy with clergy	medium
D8	Wedding Record Book (from 4/5/21)	Hard copy only, held in church safe whilst current. Held in perpetuity by local Record Office	medium
D9	Funeral forms	Soft copy on password protected pc. Hard copy with Parish Administrator in locked office, hard copy with clergy	medium
D10	Funeral follow-up	Password protected pc. Parish Administrator maintains	medium
D11	Burial Registers (St Margaret only)	Hard copy only, held in church safe whilst current. Held in perpetuity by local Record Office	low
E. Parochial Church Council			
E1	PCC member list	PCC secretary. Password protected pc. Distributed to PCC members only	medium
E2	PCC minutes	Hard copy in file in Parish Rooms Office then held at local Record Office in perpetuity. Soft copy sent out to all PCC members	low
E3	Standing Committee minutes	Hard copy in file in Parish Rooms Office then held at local records office in perpetuity. Soft copy sent out to all PCC members	low
F. Church Leadership Teams & other PCC sub-committees			
F1	Church Leadership Team minutes	CLT members on password protected pcs. Hard copies held on file in Parish Room then held at local Record Office in perpetuity	medium
F2	Properties Committee minutes	Committee members on password protected pcs	medium
F3	Committee member list (CLT)	CLT secretaries, Clergy. Password protected pcs	medium

No.	Title and description	Storage: location and format	Sensitivity of data (risk)
G. Church House			
G1	Church House bookings	Church House Administrator only. Soft copy – Password protected pc. Hard copy – kept in locked office at Church House	medium
G2	Church House invoices	Church House Administrator only. Soft copy – Password protected pc. Hard copy – kept in locked office at Church House	medium
H. St Peter's Church			
H1	St Peter's Updates	Churchwarden / CLT chair. Password protected pc	medium
H2	St Peter Sunday Club Register of attendance	Folder in cupboard in locked vestry. Moved to Parish Rooms Office for secure storage once complete	medium
H3	St Peter Sunday Club information on children	Folder in cupboard in locked vestry. Shredded when child leaves club	high
H4	St Peter's Junior Choir	Held by Junior Choir leader. 1 copy at home 1 copy in the choir vestry. Also emergency phone numbers kept in choir vestry.	medium
H5	St Peter's adult choir	Choir Director only. Password protected pc	medium
H6	St Peter's key holders	Hard copy only held in locked office	low
H8	St Peter's CCTV video camera footage	Google Nest servers and password protected pc	medium
I. St Margaret's Church			
I1	St Margaret's church rotas	Rota manager and rota members. Password protected pcs	low
I2	St Margaret's Junior Church information	In church safe.	high
I3	St Margaret's updates	Password protected pc	low
J. St John's Church			
J1	St John's Updates	Church minister. On password protected pc	medium
J2	St John's Sunday Club details	Locked cupboard in church/meeting place ChurchSuite	high
J3	St John's Keyholders' list	List manager only can access. Password protected computer & locked filing cabinet	medium
J4	St John's church rotas	Rota manager and rota members. Password protected pcs	low
J5	St John's Baby & Toddler Group	ChurchSuite	high
K. Bellringers			
K1	St Peter's & St Margaret's Bellringers information	Held on Tower Secretary's computer only. Oxfordshire Diocesan Guild members on Tower Treasurer's pc	medium
K2	St Peter's & St Margaret's Bellringers Child registration record	On paper, filed in tower in locked box	high

K3	St Peter's & St Margaret's Bellringers Attendance record - adult and child	Hard copy; kept in tower. Only ringers have access	low
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No.	Title and description	Storage: location and format	Sensitivity of data (risk)
L. Parish Fete			
L1	Fete Raffle	Held by person running raffle on Fete Committee	high
L2	Fete programme advertisers	Fete Committee communications person. Kept on personal laptop	high
L3	Caversham Church Fete service providers	Fete Committee communications person. Kept on personal laptop	medium
M. Parish Groups (and courses)			
M1	House Groups	Members lists held by conveners, soft or hard copy, and shared with other members if permission granted	medium
M2	Messy Church	Held on ChurchSuite	high
M3	Youth Group	Held on ChurchSuite and consent forms in Clergy office	high
M4	Bereavement Course	Held on ChurchSuite	medium
M5	St John's Alpha Course	Clergy on password protected pc	low
N. Other			
N1	Parish Directory	Soft copy password protected pc. Parish Administrator only Hard copy - held by those listed in it. Spare copies held in locked office	medium
N2	Parish Notices	Distributed as soft copy only. Originals held by parish Clergy and administration	low
N3	Church Rotas (Vestry duty, coffee rota, serving etc)	Rota managers, rota members and Clergy. Password protected pcs	medium
N4	Rector's contact list	Password protected pc. Held by Parish Administrator and shared with Clergy	high
N5	Media contacts list	Digital. Kept on personal laptop of media officer	medium
N6	Church bookings	Parish Administrator and churchwardens plus those hosting visitors. Soft copy – Password protected. Hard copy – kept in locked office	medium
N7	Church booking invoices	Parish Administrator only. Soft copy – Password protected. Hard copy – kept in locked office	medium
N8	Amersham Road Cooking Club (ceased to exist in 2020. Papers stored in Parish Rooms Office)	Data is held on paper – registration forms and also on a database, kept at the house of one of the ARCC core team on a password protected pc	high

6 APPENDIX 3 – Register of Processing Activities

The table below is accurate at the date of approval of this policy. From time to time this register may be updated, and the up to date version can be obtained from the Parish Administrator. Records are processed in accordance with the policy advice given by the appropriate Diocesan Record Office to which records of permanent value are transferred.

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
A. Legal							
Tenancy Agreements	Agree Tenancies	Details of Tenants	Tenants, Solicitors	Legal Requirement	Hard Copy held securely in parish office. Accessed by Properties Committee only	Solicitors and letting agent	6 years after the tenancy has ended, delete/shred
Safeguarding cases	Maintain records on current and historic safeguarding cases	Names and pastoral details	Individuals concerned, diocesan & statutory bodies	Legal obligation	Rector only. Soft copy – Password protected Hard copy – kept in locked cabinet	Diocese and statutory bodies as required	In perpetuity

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Contact consent forms	Obtain consent to contact people	Names, address, email address, phone numbers	Individuals in parish and accessing parish events eg weddings	Legal requirement	Soft copy list, password protected pc maintained by Parish Administrator and by ministers. Hard copy forms held in locked office	None	If requested or whilst current, then delete/shred
Electoral Roll	Maintain Parish Electoral Roll	Names and address only	Members of the congregations who wish to be on the roll	Legal obligation to make and keep an Electoral Roll as required by the Church of England.	Held on password protected pc. Parish Administrator only can access. Hard copy forms held in locked office. Printed copy with names only displayed in church as required by church law	None	6 years (until roll is rewritten), then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
B. Personnel/Staff							
Parish employees	Employing & managing parish staff	Personal data, potentially sensitive	Employees	Management of employees. Legal obligation	Hard copies kept in locked offices. Soft copies on clergy password protected pcs	None	6 years after employment ceases, then delete/shred
Recruitment of paid staff	Employing parish staff	Personal data, potentially sensitive	Candidates for interview, referees	Facilitating recruitment. legitimate interest	soft & hard copies held by Parish Administrator, clergy as appropriate	None	For people not appointed, hold for 7 months then delete/shred
DBS & referencing	To complete checks on all staff and volunteers working with children and vulnerable adults	Personal data, potentially sensitive	From individuals, referees and from DBS checking Co	Used to confirm individual can take the post/role they are interested in. Legal obligation	Parish Administrator only. Soft copy – Password protected Hard copy – kept in locked office	None unless there is an adverse DBS check or reference when advice would be requested from the Diocese	Paperwork and references - 75 years, then delete/shred DBS results – 6 months, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
C. Finance							
Financial records	Hold and maintain all financial information for the parish	Financial information on all aspects of parish work	From parish and churches	Legal requirement	Data held on treasurers' password protected pcs. Accounts shared with PCC members	Audited parish accounts available on Charity Commission website	Accounts form part of PCC Minutes. – permanent. Other copies held for 7 years then shredded
Gift Aid Declarations	Claim Gift Aid from the Government	Name and address	Members of the congregation	Legal requirement in order to reclaim gift Aid	Soft copy held on password protected pcs belonging to Church Treasurers/ Gift Aid Officers. Hard copies held securely Church Treasurers/Gift Aid Officers	HMRC and Parish Giving	Six complete calendar years after last gift claimed on the declaration, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St Peter's completed blue envelopes	Managing donation scheme	Contact details and donation amounts	Donors	Keeping track of donations. Legitimate interest	Gift Aid Officer then Parish Administrator for storage. Gift Aid Officer's house then Parish Rooms Office for storage	HMRC	7 years (financial), then shred/delete
Parish Grants Applications	Administration of grants	Applications for funding both projects and individuals including personal details of applicant	Those applying for grants	Legitimate interest	Grants Committee members only. Password protected computer and paper copies kept at chair's home	None	7 years, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Children's Society box holders	For the official record of box collections as requested by the Society.	Contact details and amount collected	Individuals concerned	Legitimate interest. Boxholders have entered into a contract with The Children's Society through the Box Secretary	Local administrator. Hard copy only, securely stored	The Children's Society	For six years after last counted and receipted, then shredded
D. Parish Records and Occasional Offices							
Service registers	Keep record of services held in church	Service info plus minister name. Baptism, wedding and funeral names if applicable	Individuals concerned via the minister	Legal requirement	Register held in church vestries	Once full, register goes to local Record Office	Held in perpetuity by the Record Office
Baptism Registers	Legal requirement to hold list of those baptised	Names, addresses, ages	From the individuals being baptised	Legal requirement	Registers held in church safes	Once full, register goes to local Record Office	Held in perpetuity by the Record Office

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Baptism forms	Baptism	Names, addresses, phone numbers, email addresses, dob of child	Baptism families	Details for the baptism register and pastoral follow up. Legitimate interest	Soft copies on password protected pcs. Clergy & admin team only can access. Hard copies in safe/vestry/clergy offices	None	In registers held in perpetuity on pc & hardcopy - 2 years, then delete/shred
Baptism follow-up	Pastoral care	Names, address, phone numbers, email addresses	Baptism families	Pastoral care and to invite people to specific events. Consent	Held on password protected pc. Parish Administrator & Clergy team can access	None	Until consent is withdrawn, then delete/shred
Banns forms	to record details required by law for banns registers	Info for the register	from the couple getting married (in another parish)	legal requirement to collect details. Legal obligation	soft copy on password protected pc. Hard copy with Parish Administrator in locked office, copy at church in locked safe	The church where the couple are marrying in form of a banns certificate	Parish Administrator - 2 years Churches and Clergy until after banns have been read, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Banns Registers	Legal requirement to hold list of banns called	Names	From the individuals whose banns are called	Legal requirement	Registers held in church safes	Once full, register goes to local Record Office	Held in perpetuity by the Record Office
Wedding forms	To record details required by law for marriage registers	Info for the register & documentary evidence of ID	From wedding couples	Legal requirement to collect details and confirm identity.	Soft copy on password protected pc. Hard copy with Parish Administrator in locked office, copy at church in locked safe, hard copy with Clergy	Quarterly return to the local Register Offices (Reading & Henley)	Parish Administrator - 2 years Churches and Clergy until after wedding, then delete/shred
Wedding Registers (from 4/5/2021)	Legal requirement to hold list of weddings	Names, dates of birth, addresses, occupations of wedding couple plus parent names and occupations if applicable	From the couple getting married	Legal requirement	Registers held in church safes	Once full, register goes to local Record Office	Held in perpetuity by the Record Office

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Funeral forms	Pastoral information for clergy & parish registers	Names, address, phone numbers, email addresses	Funeral directors	Legitimate interest	Soft copy on password protected pc. Hard copy with Parish Administrator in locked office, hard copy with minister	None	Parish Administrator - 2 years. Clergy until after funeral, delete/shred
Funeral follow-up	Pastoral care	Names, address, phone numbers, email addresses	Funeral directors	Pastoral care and to invite people to specific event, including All Souls. Consent	Password protected pc. Parish Administrator maintains	none	Until consent is withdrawn, then delete/shred
Burial Registers	Legal requirement to hold record of those buried in the churchyard	Names of deceased only	Funeral directors	Legal requirement	Registers held in church safes	Once full, register goes to local Record Office	Held in perpetuity by the Record Office

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
E. Parochial Church Council							
PCC members list	Maintain membership list	Names and contact details of individuals	PCC members	Keep members in contact with one another. Legitimate interest	PCC secretary. Password protected pc	None	Whilst person is a PCC member, then delete
PCC mins	To keep official record of meetings	Note of the discussion including names, facts and opinions	From the meeting	Legal requirement	Soft copy on PCC secretary's password protected pc. Soft copy emailed to PCC members. Signed hard copy kept on file and held	Signed copies go to local Record Office	Signed copies held in perpetuity by the Record Office
Standing Committee mins	To keep official record of meetings	Note of the discussion including names, facts and opinions	From the meeting	Legal requirement	Soft copy on PCC secretary's password protected pc. Soft copy emailed to PCC members. Signed hard copy kept in Parish Rooms Office	Signed copies go to local Record Office	Signed copies held in perpetuity by the Record Office

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
F. Church Leadership Teams & Other PCC sub-committees							
Church Leadership Team Minutes	To keep official record of meetings	Note of the discussion including names, facts and opinions	From the meeting	Legal requirement	Committee members on password protected pc. Hard copies held in Parish Rooms Office	Signed copies go to local Record Office	Held in perpetuity by the Record Office
Committee member list (PCC/CLT/Properties)	Contact purposes	Names, address, phone numbers, email addresses	Committee members themselves	Contact purposes. Legitimate interest	PCC secretary, CLT secretaries, clergy. Password protected pcs	None	While the person is serving on the PCC, then delete/shred
Properties Committee Minutes	To keep official record of meetings	Note of the discussion including names, facts and opinions	From the meeting	Legal requirement	Committee members on password protected pcs. Hard copy in folder in office at Church House	Signed copies go to local Record Office	Held in perpetuity by the Record Office

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Grants Committee Minutes	To keep official record of meetings	Note of the discussion including names, facts and opinions	From the meeting	Legal requirement	Committee members on password protected pcs. Hard copies in files held by chair and secretary	None	Signed copies to be held in perpetuity by the Record Office
G. Church House							
Church House booking records	Hire out rooms in Church House	Names, address, phone numbers, email addresses	Groups/individuals who are making bookings	Information on room hirers. Contractual	Parish Secretary only. Soft copy – Password protected Hard copy – kept in locked office	None	7 years, then delete/shred
H. St Peter's Church							
St Peter's Updates	Give regular updates to church members	Information on events and services	Individuals	Emailing church members. Consent	Churchwarden. password protected pc	None	Until consent is withdrawn, then delete
St Peter Sunday Club Register of attendance	Safeguarding of children	First names only	Parents/guardians	Keeping track of who attends sessions. Legal obligation	Folder in cupboard in locked vestry	None	25 years then shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St Peter Sunday Club Information on children	Safeguarding of children	Children's details including medical, parental contact info, photo permission, consent to receive email updates	Parents/guardians	To enable safe care of children. Legal obligation	Folder in cupboard in locked vestry	None	Shredded when child leaves Club
St Peter's Junior Choir	Manage Junior Choir membership. Safeguarding	Child details and parental contact information	Parents	Keeping track of who attends sessions. Legal obligation	Held by Junior Choir leader. 1 copy at home, 1 copy in locked cupboard in choir vestry	None	25 years then shred
St Peter's Adult Choir	Contact with information about music in church and choir	Contact details	Members	To enable choir members to contact one another. Legitimate interest	Choir director only. Password protected pc	None	Whilst current, then delete

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St Peter's key holders	Maintain up to date list of people who hold keys for St Peter's Church	Name only	From the individual who holds the key(s)	List all people who can access the church. Legitimate interest	Hardcopy only held in locked office	None	Once key is relinquished. Form shredded
St Peter's church rotas	Managing rotas for teams assisting in church eg servers, coffee, readers, cleaning, sidespeople	name and contact details. Name only displayed in church on hard copy	People on the rota plus clergy	Facilitating rotas. Legitimate interest	Rota manager and rota members. Password protected PCs	None	Whilst current, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St Peter's CCTV video camera footage	Church security, public safety, crime prevention, detection and prosecution of offenders	Identifiable images of individuals	Visitors to the church and members of the congregation	Individual visitors can be identified should a crime be suspected. Data Privacy Policy in place	In the first instance, Google Nest servers (processing subject to Google's own policies); on a password protected PC only when necessary in accordance with the processing justification	Police, Crown Prosecution Service and other official authorities	Whilst current to a maximum of 3 months
I. St Margaret's Church							
St Margaret's Church Rotas	Managing rotas for teams assisting in church	Name and contact details	People on the rota plus clergy	Facilitating rotas. Legitimate interest	Rota manager and rota members. Password protected PCs	None	Whilst current, then delete
St Margaret's Junior Church	Safeguarding of children	Children's details including medical, parental contact info	Parents	Keeping track of who attends sessions. Legal obligation	Folder in church safe	None	25 years then shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St Margaret's Updates	Give regular updates to church members	Information on events and services	Individuals	Emailing church members. Consent	Clergy on password protected pc	None	Until consent is withdrawn, then delete
J. St John's Church							
St John's Updates	Give regular updates to church members	Information on events and services	Individuals	Emailing church members. Consent	Church minister. On password protected pc	None	Until consent is withdrawn, then delete
St John's Sunday Club	Safeguarding of children	Children's details including medical, parental contact info, photo permission, consent to receive email updates	Parents/guardians	Keeping track of who attends sessions. Legal obligation	ChurchSuite & locked cupboard in meeting place	None	Contact details 12 months after last attendance then delete/shred. Register held for 25 years. Shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St John's Keyholders' list	Maintain up to date list of people who hold keys for St John's Church	Names only	Individuals	Legitimate interest	List manager only can access. Password protected pc & locked filing cabinet	None	Whilst current. Delete from spreadsheet
St John's Rotas	Managing rotas including servers, chalice assistants, intercessors, cleaning	Contact details	People on the rota plus clergy	Facilitating rotas. Legitimate interest	Rota manager controls on password protected computer	None	Whilst current. Delete from spreadsheet

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
K. Bellringers							
St Peter's & St Margaret's Bellringers	Bellringers contact information	Contact details of regular ringers including Oxford Diocesan Guild of Church Bell Ringers (ODG) membership subscription	Individuals	Arranging bell ringing and distribution of notices (including, e.g. those from Guild and Branch). Legitimate interest	Held on Tower Secretary's computer only. ODG members on tower treasurer's pc	Oxfordshire Guild of Bellringers	Whilst person remains in ringing band and for 6 years after last payment in line with accounting requirements (ODG membership), then delete
St Peter's & St Margaret's Bellringers Child registration record	Bellringers Child registration record. Safeguarding.	Child details and parental contact information	Parents	Compliance with Child Safeguarding Procedures. Legal obligation	On paper, filed in tower in locked box	None	Until they turn 18 or leave. Then shred
St Peter's & St Margaret's Bellringers Attendance record – adult and child	Bellringers Attendance record – adult and child	Names only	The members	Compliance with Child Safeguarding Procedures. Legal obligation	Hard copy; kept in tower. Only ringers have access	None	2 years then take to parish central filing. Held for 25 years then shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
L. Parish Fete							
Fete Raffle	Fund raising	Names and addresses to send raffle tickets to previous supporters	From the individuals on the list	Consent	Held by person running raffle on fete committee	None	Until people ask not to be on the list, then delete/shred
Fete programme advertisers	Fund raising	list of local companies and their contact details	From the advertisers	Contractual	Fete Committee comms person. Kept on personal laptop	Programme printers only	Whilst current, then delete/shred
Fete service providers	Fund raising	Names and contact details of individuals and companies	From the individuals on the list. Consent	Contractual	Fete Committee comms person. Kept on personal laptop	none	Whilst current, then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
M. Parish Groups and Courses							
House Groups	Contacting participants	Names and contact details of individuals	Attendees	Consent	Group leaders' password protected pcs and numbers held on mobile phones	None	Whilst current then delete
Messy Church	Safeguarding Children	Names and contact details of individuals	Attendees	Keeping track of who attends sessions. Legal obligation	ChurchSuite. Password protected	None	12 months after last attendance then automatically deleted by system
Youth Group	Safeguarding Children	Names and contact details of individuals	Parents/guardians of attendees	Keeping track of who attends sessions. Legal obligation	ChurchSuite. Password protected Hard copy consent forms in minister's office	None	12 months after last attendance then delete/shred

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
St John's Baby & Toddler Group	Safeguarding of children	Children's details including medical, parental contact info, photo permission, consent to receive email updates	Parents/guardians	Legitimate interest	ChurchSuite	None	12 months after last attendance then automatically deleted by system
Bereavement Course	Contacting participants	Names and contact details of individuals	Attendees from the course	Needed for contact during the course and follow up. Legitimate interest	ChurchSuite. Course leader & Minister password protected pcs	None	Whilst current, then delete
St John's Alpha course	Contacting course participants	Names and contact details of individuals	Attendees from the course	Needed for contact during the course and follow up. Legitimate interest	Minister password protected pc	None	Whilst current, then delete

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
N. Other							
Parish Directory	Make contact details available	Names, address, phone numbers, email addresses	Members of the congregations	Making a directory. Consent	Password protected pc. Parish Administrator only	None	One year, then delete/shred
Parish notices	Distribute information to church members	Notices	Clergy team and other members of the parish	Legitimate interest	Notices are distributed to members of the parish by email	None	Held on parish office pcs until deleted
Rector's contact list	Keep in touch	Names, address, phone numbers, email addresses	Members of the congregations and others	Contacting members of the parish. Consent	Password protected pc. Held by Parish Administrator and shared with clergy	None	Whilst current, then delete
Media contacts list	Distributing news and information relevant to the media	Email addresses and phone numbers	Local news outlets	Legitimate interest	Digital. Kept on personal laptop of Media Officer	None	Whilst current, then delete

<i>Description</i>	<i>Reason/purpose: What are you trying to do & why?</i>	<i>Data Categories: What kind of data is involved. Is it sensitive? Special category?</i>	<i>Collection Point: Where does the data come from?</i>	<i>Processing Justification: What are you doing with this data, and why, including the lawful basis for processing</i>	<i>Database, Location & Access: What, where, who can access & how maintained. Secure?</i>	<i>Data Sharing: which, if any, other organisations (legal entities) do you share this data with?</i>	<i>Retention Policy: How long do you keep the data and how is it deleted/destroyed?</i>
Church booking records	Hire of Church building	Names, address, phone numbers, email addresses	Groups/individuals who are making bookings	Information on hirers. Contractual	Parish Secretary and churchwardens plus those hosting visitors. Soft copy – Password protected Hard copy – kept in locked office	None	7 years, then delete/shred
Amersham Road Cooking Club (ARCC ceased to exist in 2020. Papers stored in Parish Rooms Office)	Maintain membership list	Details of children attending the club, and their parental contacts	Parents/guardians	Legal obligation & Consent	Data is held on paper – registration forms and also on a database, kept at the house of one of the ARCC core team on a password-protected pc	None	25 years, then delete/shred

7 APPENDIX 4 – Retention schedule

Description	Retention Policy: How long do you keep the data and how is it deleted/destroyed?
A. Legal	
Signed Tenancy Agreements	Kept for 6 years after the tenancy has ended then shred/delete
Safeguarding Cases	In perpetuity
Contact Consent Forms	If requested or whilst current then delete/shred
Electoral Roll	6 years (until roll is rewritten) then delete/shred
Edited Electoral Roll for Display	Whilst current then shred
B. Personnel/Staff	
Parish Employees who do not work with children and vulnerable adults	6 years after employment ceases, delete/shred
Parish Employees whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation. It should include all documentation concerning allegations, investigations and risk assessments regardless of the findings	75 years after employment, delete/shred
DBS check confirmation	6 months then shred/delete
Recruitment documentation for unsuccessful candidates	Hold for 7 months after process complete then shred/delete
C. Finance	
Financial Records	Final accounts form part of PCC Minutes. – permanent. Other accounts held for 7 years then shredded
Gift Aid Declarations	Six complete calendar years after last gift claimed on the declaration then shred
St Peter's completed blue envelopes	7 years (financial), then shred
Parish Grants Applications	7 years, delete/shred
Children's Society box holders	For six years after last counted and receipted then delete/shred
D. Parish Records and Occasional Offices	
Service Registers	Permanent. Transfer to local Record Office after no longer current.
Baptism Registers	Permanent. Transfer to local Record Office after no longer current.
Baptism forms	On pc & hardcopy - 2 years then delete/shred
Baptism follow-up	Until consent is withdrawn then delete/shred
Banns forms	Parish Administrator - 2 years then delete/shred Churches and clergy until after banns have been read then delete/shred
Banns Registers	Permanent. Transfer to local Record Office after no longer current.
Wedding forms	Parish Administrator - 2 years then delete/shred Churches and clergy until after wedding then delete/shred
Wedding Registers	Permanent. Transfer to local Record Office after no longer current.
Burial Registers (St Margaret's)	Permanent. Transfer to local Record Office after no longer current.

Description	Retention Policy: How long do you keep the data and how is it deleted/destroyed?
Funeral forms	Parish Administrator - 2 years. Ministers until after funeral then delete/shred
Funeral follow-up	Until consent is withdrawn then delete/shred
E. Parochial Church Council	
PCC/CLT Members Lists	Whilst person is a PCC member then delete
PCC Minutes	Signed copies held in perpetuity by the local Record Office. Other copies delete/shred after leaving PCC
Standing Committee Minutes	Signed copies held in perpetuity by the local Record Office. Other copies delete/shred after leaving PCC
Church Leadership Team Minutes	Signed copies held in perpetuity by the local Record Office. Other copies delete/shred after leaving CLT/PCC
Properties Committee Minutes	Signed copies held in perpetuity by the local Record Office. Other copies delete/shred after leaving PCC or Properties Committee
F. Church House	
Church House Booking forms	2 years then delete/shred
Church House Booking Invoices	7 years then delete/shred
H., I, J. Records of each church	
Updates Recipients	Until consent is withdrawn then delete
Sunday Club Register of attendance	25 years then shred
Sunday Club Information on children	Shred when child leaves Club
St Peter's Junior Choir	25 years then shred
St Peter's Adult Choir contact list	Whilst current then delete/shred
Key holders	Once key is relinquished. Form shredded
Church Rotas (Vestry duty, coffee rota, serving etc)	Whilst current then delete/shred
K. Bellringers	
St Peter's & St Margaret's Bellringers	Whilst person remains in ringing band and for 6 years after last payment in line with accounting requirements (Oxford Diocesan Guild of Church Bell Ringers) then delete/shred
St Peter's & St Margaret's Bellringers Child registration record	Until they turn 18 or leave then destroy
St Peter's & St Margaret's Bellringers Attendance record - adult and child	2 years then take to parish central filing for 25 years then delete/shred
L. Parish Fete	
Fete Raffle	Until people ask not to be on the list then delete/shred
Fete programme advertisers	Whilst current then delete/shred
Fete service providers	Whilst current then delete/shred
M. Parish Groups and Courses	
House Groups	Whilst current then shred/delete
Messy Church	12 months after last attendance then automatically deleted by system
Youth Group	One year after last attendance then delete
St John's Baby & Toddler Group	12 months after last attendance then automatically deleted by system
Bereavement Course	Whilst current, then permission sort to retain information. When contact ended delete/ shred
St John's Alpha Course	Whilst current then delete/shred
St John's small group members list	Whilst current then delete/shred

Description	Retention Policy: How long do you keep the data and how is it deleted/destroyed?
Parish Notices	One year then delete/shred
Rector's contact list	Whilst current then delete
Church booking forms	2 years then delete/shred
Church booking invoices	7 years then delete/shred
Media contacts list	Whilst current then delete/shred
Amersham Road Cooking Club (club ceased in 2020. Papers stored at Parish Rooms Office)	25 years then delete/shred
St Peter's CCTV video camera footage	Whilst current to a maximum of 3 months