Data Retention Schedule

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| **Area** | **Documents** | **Retention**  **period** | **Reason for**  **retention period** |
| **General** |  |  |  |
|  | Emails and other correspondence | No longer than necessary.  Many churches set a fixed retention period of 2 years – most email systems allow for this to be automated | Data Protection Act |
| **Governance records** |  |  |  |
|  | Governing documents  Constitution / Trust Deed / Church Rules | Permanently |  |
| Minutes of church officer meetings  Elders / trustees / sub-committees | During the existence of the charity | Charity Commission Guidance note CC48 (see section 12) |
| Minutes of church members meetings | During the existence of the charity | Charity Commission Guidance note CC48 (see section 12) |
| Annual reports | During the existence of the charity |  |
| **Building records** |  |  |  |
|  | Title deeds | Permanently or until 6 years after property is disposed of | Limitations Act 1980 |
| Leases | 12 years after the lease and liabilities under the lease have ended | Limitations Act 1980 |
| Plans, designs, drawings, planning consents, building certifications, records of major refurbishments and redevelopments | Permanently or until 6 years after the property is disposed of | Limitations Act 1980 |
| Asbestos register | Permanently | Control of Asbestos at Work regulations |
| **Insurance records** |  |  |  |
|  | Public liability policies and certificates | Permanently | Historical claims |
|  | Employers liability policies | 40 years | Employers’ Liability (Compulsory Insurance) Regulations 1998 |
|  | Claims correspondence | 3 years after settlement | Data Protection Act |
| **Financial records** |  |  |  |
|  | All financial records – invoices, bank statements, accounts, bank reconciliation, | 6 years from the end of the financial year the record relates to | Charities Act / HMRC rules |
|  | Gift aid declarations | 6 years from the end of the financial year the last claim was in | HMRC rules |
|  | Legacy information | 6 years after the deceased’s estate was wound up | HMRC rules |
| **Employee / personnel records** |  |  |  |
|  | All information related to recruitment and selection and personnel files | 6 years after post holder leaves employment | Limitation Act 1980 |
| Applications forms and interview notes from unsuccessful candidates | 6 months - 1 year | Equality Act 2015 / Limitation Act 1980 |
| Information on disciplinary or grievance matters | 6 years after post holder leaves employment | Limitation Act 1980 |
| Information of individual’s health and sickness record including adjustments made temporarily or permanently | 6 years after post holder leaves employment | Limitation Act 1980 |
| Redundancy records | 6 years from redundancy date | Limitation Act 1980 |
| Parental leave records | 18 years from date of birth of child | To enable future employers to check entitlement |
| Statutory Maternity pay records, certificates | 3 years after the end of the tax year in which maternity period ends | Statutory Maternity Pay Regulations |
| Statutory Sick pay records, calculations, self certificates | 3 years after the end of each tax year for statutory sick pay purposes | Statutory Sick Pay (General) Regulations |
| National Minimum Wage records | 3 years after the pay period following the one the records cover | National Minimum Wage Act |
| **Payroll records** |  |  |  |
|  | Payroll records including correspondence with HMRC | 6 years from the end of the financial year the records relate to | Charities Act / HMRC rules |
|  | Income Tax records | 6 years from the end of the financial year the records relate to | Taxes Management Act |
|  | Pensions records | According to schedule set by pension provider | Pensions Act |
| **Safeguarding records** |  |  |  |
|  | Safeguarding concerns or disclosures related to a child | Varied recommendations:  Until the child is 25 years  75 years  Needs to consider principle of no longer than necessary, but recognising that historical allegations and issues are frequently being exposed and investigated  Some insurance companies stipulate a minimum | NSPCC / Records Management Society  Some denominations - following IICSA 2015 recommendations  Christian Safeguarding Services suggest child reaching 25 years old is minimum |
|  | Safeguarding concern related to adults behaviour | Until the individual is retirement age or 10 years whichever is the longer  Some insurance companies stipulate a minimum | RMS, 2019 |
|  | Registers of attendance at groups for children / adults at risk | Minimum of 3 years  Needs to consider principle of no longer than necessary, but recognising that historical allegations and issues are frequently being exposed and investigated and registers show who (adults and children) was present on any given date.  Some insurance companies stipulate a minimum | Christian Safeguarding Services |
|  | Parent / carer consent forms | For general attendance at a group should be retained until child leaves group (unless there was a safeguarding incident or concern)  For specific event consent (eg a trip) does not need to be retained beyond the event unless an incident occurs  Some insurance companies stipulate a minimum | Christian Safeguarding Services |
| **Health and safety records** |  |  |  |
|  | Reportable accidents / incidents | 3 years unless hazardous substances involved when permanently | RIDDOR / COSHH regulations |
| **Personal and membership data** |  |  |  |
|  | Church membership records | For CIOs record may be deleted 10 years after an individual’s membership ceases | The Charitable Incorporated Organisations (General) Regulations 2012 |
|  | Contact details for members and regular attenders | 1 year after individual ceases to be a member or stops attending, unless they give specific consent for ongoing contact |  |