

## **Appendix 2 – Records Retention Policy**

### **Storage of Data and Records Statement**

1. All data and records will be stored in accordance with the security requirements of the Data Protection Legislation and in the most convenient and appropriate location having regard to the period of retention required and the frequency with which access will be made to the record.
2. Data and records which are active should be stored in the most appropriate place for their purpose commensurate with security requirements.
3. Data and records which are no longer active, due to their age or subject, should be stored in the most appropriate place for their purpose or destroyed.
4. The degree of security required for file storage will reflect the sensitivity and confidential nature of any material recorded.
5. Any data file or record which contains personal data of any form can be considered as confidential in nature.
6. Data and records should not be kept for longer than is necessary. This principle finds statutory form in the Data Protection Legislation, which requires that personal data processed for any purpose "shall not be kept for longer than is necessary for that purpose". All staff, trustees, contractors & volunteers of Keswick Ministries are required to have regard to the Guidelines for Retention of Personal Data attached hereto.
7. Any data that is to be disposed of must be safely disposed of for example by shredding. Any group which does not have access to a shredder should pass material to *Roz Norris* who will undertake secure shredding.
8. Special care must be given to disposing of data stored in electronic media. Guidance will be given by *Roz Norris* to any group which has stored personal data relating to its members on for example personal computers which are to be disposed of.

Policy adopted on 23 May 2018

To be reviewed in 12 months

## Guidelines for Retention of Personal Data

(This is not an exhaustive list)

If you have any queries regarding retaining or disposing of data please contact *Roz Norris*

### Types of Data

### Suggested Retention Period

Personnel files including training records and notes of disciplinary and grievance hearings.	<ul style="list-style-type: none"> <li>6 years from the end of employment</li> </ul>
Application forms / interview notes	<ul style="list-style-type: none"> <li>Maximum of one year from the date of the interviews for those not subsequently employed. If employed, retain in personnel file.</li> </ul>
Information relating to children  <i>NB. You may find it helpful to read the following article:</i> <a href="http://safeinchurch.org.uk/record-retention">http://safeinchurch.org.uk/record-retention</a>	<ul style="list-style-type: none"> <li>Check for accuracy with each donation/booking</li> <li>Record that child was a member of the youth/kids work – permanent</li> <li>Secure destruction of personal data other than name and fact of attendance – three years after ceasing to be an attendee</li> </ul>
Keswick Ministries Supporter (inc. event participants) information	<ul style="list-style-type: none"> <li>Check for accuracy with each donation/booking</li> <li>Record that adult was a supporter – permanent</li> <li>Secure destruction of personal data other than name and previous contact and any legal records appropriate to giving – three years after cease to be a supporter</li> </ul>
Volunteer information	<ul style="list-style-type: none"> <li>Check for accuracy with each new application</li> <li>Record that adult was a volunteer – permanent</li> <li>Secure destruction of personal data (previous application forms &amp; content) other than name and fact of volunteering – three years after ceasing to be a volunteer</li> </ul>
Income Tax and NI returns, including correspondence with tax office	<ul style="list-style-type: none"> <li>At least 6 years after the end of the financial year to which the records relate</li> </ul>
Statutory Maternity Pay records and calculations	<ul style="list-style-type: none"> <li>As Above</li> <li>(Statutory Maternity Pay (General) Regulations 1986)</li> </ul>

Statutory Sick Pay records and calculations	<ul style="list-style-type: none"> <li>• As Above</li> <li>• Statutory Sick Pay (General) Regulations 1982</li> </ul>
Wages and salary records	<ul style="list-style-type: none"> <li>• 6 years from the tax year in which generated</li> </ul>
Accident books, and records and reports of accidents	<ul style="list-style-type: none"> <li>• (for Adults) 3 years after the date of the last entry</li> <li>• (for children) three years after the child attains 18 years (RIDDOR 1985)</li> </ul>
Health records	<ul style="list-style-type: none"> <li>• 6 months from date of leaving employment</li> <li>• (Management of Health and Safety at Work Regulations)</li> </ul>
Health records where reason for termination of employment is connected with health, including stress related illness	<ul style="list-style-type: none"> <li>• 3 years from date of leaving employment</li> <li>• (Limitation period for personal injury claims)</li> </ul>