

# Data Protection Policy for the Parish of St. Peter's Church, Titchfield.

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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 St. Peter's Titchfield takes seriously. Embedding data protection within the organisation benefits the Parish of St. Peter's Titchfield, 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 St. Peter's Titchfield 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 St. Peter's Church Titchfield, which includes the incumbent and Parochial Church Council (PCC).

We expect all those processing personal data on behalf of the Parish of St. Peter's Titchfield to act in accordance with this policy when engaged in the business of St. Peter's Church Titchfield.

### Joint Data Controllers

The incumbent and PCC will agreed to work as joint data controllers for data protection purposes, once the current vacant incumbent position is filled.

## 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 relating to Safeguarding are considered to be Special Category under the Data Protection Act 2018 where the processing of this data is necessary for the purposes of:
  - protecting an individual from neglect or physical, mental or emotional harm, or
  - protecting the physical, mental or emotional well-being of an individual,
  - where the individual is aged under 18, or
  - aged 18 or over and at risk.

- **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 St. Peter's Titchfield 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 St. Peter's Titchfield has a Data Protection Officer (DPO), who may be contacted via the Church office at St Peter's Church, Church Street, Titchfield, PO14 4AG, or by emailing: [office@stpetertitchfield.org.uk](mailto:office@stpetertitchfield.org.uk) or by phoning: 01329 847003.

They are responsible for assisting the Parish of St. Peter's Titchfield 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 incumbent and 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 St. Peter's Titchfield will maintain an Information Asset Register (Appendix 2) and Register of Processing Activities (Appendix 3) for the Parish of St. Peter's Titchfield, that will be regularly and consistently

reviewed and updated. Data that is stored and used for archiving purposes in the public interest, scientific or historical research or statistical purposes will be managed by the Parish of St. Peter's Titchfield and stored securely in the church office archives.

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 of St. Peter's Titchfield.

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 St. Peter's Titchfield 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 Officer 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 St. Peter's Titchfield will be open and transparent about our use of personal data in line with this Policy. Our current privacy notice can be found here:

[DATA PRIVACY NOTICE | St Peters Church Titchfield \(stpetertitchfield.org.uk\)](https://stpetertitchfield.org.uk)

We shall create and maintain a privacy notice, 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 basis

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
7. The right to object
8. Rights in relation to automated decision making and profiling

## 2.7 Data Protection Impact Assessment

The Parish of St. Peter's Titchfield 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).

The DPIA for St. Peter's Titchfield has been complied and all current data processing activities have had their risks assessed and additional control measures implemented where necessary and practicable.

## 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 Officer.
- 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, 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 Officer.

### 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. An example of such a statement follows:

*"The attached personal data is provided by [name\_of\_data\_controller] to [third\_party\_name] for the purposes of [state\_the\_purpose\_here]. To comply with General Data Protection Regulation 2016/679 and the Data Protection Act 2018, this data is only to be used for [insert\_name\_here] to contact the persons listed in the attached data file for the above stated purpose. You must not share it with any other third party; you must store it securely and take all reasonable steps to prevent its unauthorised access, accidental deletion or corruption. When you no longer need this data, it must be deleted and any paper copies you have made destroyed. Should this data suffer an unauthorised disclosure (data breach), you are to notify [name and contract detail for lead data protection person]."*

- 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 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, shall be reported to the Data Protection Officer.

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 Officer 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 of St. Peter's Titchfield, for the safe and lawful processing of personal data, in accordance with this policy.

### 3 Approval and review

Approved by	PCC of St. Peter's Titchfield
Policy owner	PCC of St. Peter's Titchfield
Policy author	P.W. Wenham (DPO)
Date	10-Oct-2023
Review date	10-Oct-2024

### 4 Revision History

Version No	Revision Date	Previous revision date	Summary of Changes
0.1 (draft)	31-Aug-2023	N/A	Initial Draft
1.0	10-Oct-2023	31-Aug-2023	Document Approved by PCC and published



## 5 APPENDIX 1 – Lawful basis (from GDPR Article 6)

### 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.

Processing Safeguarding data will usually be considered as being included under this heading.

The Data Protection Act allows all organisations to process data for safeguarding purposes lawfully and without consent where necessary for the purposes of:

- protecting an individual from neglect or physical and emotional harm; or
- protecting the physical, mental or emotional wellbeing of an individual.

However, this only applies to the extent that complying with these provisions would be likely to *prejudice* the proper discharge of your functions. If you can comply with these provisions and discharge your functions as normal, you must do so.

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.

For consent to be valid, i.e., the correct basis, it must be a choice - so if the data subject refuses to give consent, does that mean that the service can't be provided? 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 Data Protection Officer.

## 6 APPENDIX 2 - Information Asset Register

No.	Title and description	Storage: location and format	Sensitivity of data (risk)
1	To enable us to meet all legal and statutory obligations (which include maintaining and publishing our electoral roll in accordance with the Church Representation Rules).	Microsoft 'WORD' and 'EXCEL' password protected documents, stored on the office PC which has secure login and restricted access.	Medium (See latest version DPIA)
2	To minister to and provide pastoral and spiritual care (such as visits to someone when gravely ill or bereaved) and to organise and perform services such as baptisms, confirmations, weddings and funerals.	As above	Medium
3	To deliver the Church's mission to our community and to carry out any other voluntary or charitable activities for the benefit of the public in the parish.	As above	Low
4	To enable us to provide a voluntary service for the benefit of the public in our parish.	As above	Low
5	To administer records of our employees, ministers, office-holders and volunteers.	As above	Medium
6	To fundraise and promote the interests of our Churches and communities.	As above	Low
7	To maintain our own accounts and records.	As above	Low
8	To process any donations that have made to us (including the processing of Gift Aid information).	As above	Low
9	To seek the views or comments of the parishioners.	As above	Low
10	To notify you of our services, events and office-holders.	As above	Low
11	To send communications which have been requested and that may be of interest. These may include information about campaigns, appeals, other fundraising activities.	As above	Low
12	To process a grant or application for a role.	As above	Low
13	To carry out safeguarding procedures in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments.	As above	Medium

## 7 APPENDIX 3 – Register of Processing Activities

### Data Processing Activity 1

No.	Item Description	Response
1	Reason/purpose: <b>Legitimate interests</b>	Retaining office-holder's personal data to support the day-to-day communications needed to run the church.
2	Data Categories:	Personal details, contact information, sensitive data. See section 1.3
3	Collection Point:	Supplied by individuals by application form for example. See section 2.3
4	Processing Justification:	Processing the data for the lawful basis of legitimate interests. See section 5 Appendix 1
5	Database, location & access:	Only authorised persons may access the data, which is stored securely on the church office PC, with password protection.
6	Data sharing:	Data is only shared in accordance with section 2.8 of this policy.
7	Retention policy:	Data is either retained or deleted/destroyed in accordance with section 2.9

### Data Processing Activity 2

No.	Item Description	Response
1	Reason/purpose: <b>Legal obligations</b>	Required by the Church Representation Rules to administer and publish the electoral roll, and under Canon Law to announce forthcoming weddings by means of the publication of banns.
2	Data Categories:	Personal details, contact information, sensitive data. See section 1.3
3	Collection Point:	Supplied by individuals by application form for example. See section 2.3
4	Processing Justification:	Processing the data for the lawful basis of legal obligations. See section 5 Appendix 1
5	Database, location & access:	Only authorised persons may access the data, which is stored securely on the church office PC, with password protection.
6	Data sharing:	Data is only shared in accordance with section 2.8 of this policy.
7	Retention policy:	Data is either retained or deleted/destroyed in accordance with section 2.9

### Data Processing Activity 3

No.	Item Description	Response
1	Reason/purpose: <b>Contract</b>	Processing of data in connection with a contract for maintenance of the buildings or equipment, or hire of the church facilities.
2	Data Categories:	Personal details, contact information. See section 1.3
3	Collection Point:	Supplied by companies or in contracts for example. See section 2.3
4	Processing Justification:	Processing the data for the lawful basis of a contract. See section 5 Appendix 1
5	Database, location & access:	Only authorised persons may access the data, which is stored securely on the church office PC, with password protection.
6	Data sharing:	Data is only shared in accordance with section 2.8 of this policy.
7	Retention policy:	Data is either retained or deleted/destroyed in accordance with section 2.9

### Data Processing Activity 4

No.	Item Description	Response
1	Reason/purpose: <b>Consent</b>	Explicit consent for purposes such as receiving regular email newsletters providing information about our services and activities in the parish.
2	Data Categories:	Personal details, contact information. See section 1.3
3	Collection Point:	Supplied by individuals by application form for example. See section 2.3
4	Processing Justification:	Processing the data for the lawful basis of consent. See section 5 Appendix 1
5	Database, location & access:	Only authorised persons may access the data, which is stored securely on the church office PC, with password protection.
6	Data sharing:	Data is only shared in accordance with section 2.8 of this policy.
7	Retention policy:	Data is either retained or deleted/destroyed in accordance with section 2.9

## 8 APPENDIX 4 – Retention schedule

Data is retained in accordance with the following guidance taken from the Church of England’s document “Keep or Bin?” *The Care of Your Parish Records – Church of England Record Centre, Records Management Guide No 1. Rev 2009*

The following retention schedule gives recommended minimum periods for keeping each type of parish record less than 100 years old. Advice can be obtained from the Diocesan Record Office.

### Key:

**Deposit at the at the Diocesan Record Office/Registry:** Important material which needs to be kept permanently. It is acceptable to deposit originals with the Diocesan Record Office or Diocesan Registry.

**Destroy:** Ephemeral material which can be discarded once its purpose has been served. Do not destroy if there is any possibility that the document may be required as evidence.

**Review/Sample:** Material where a proportion needs to be kept, either by reviewing its value after an agreed period, or by taking a sample. Where it is appropriate transfer the whole record series to the Local Record Office to allow the archivists there to take an appropriate sample.

Basic record description	Keep in parish	Final Action
Baptism, marriage, burial, and confirmation registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Banns registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Service Registers	Arrange phased transfer to the Archives and Local	Permanent (deposit)

Basic record description	Keep in parish	Final Action
	History Service	
Orders of Service	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Baptism certificate counterfoils; marriage certificate counterfoils; copy burial and cremation certificates; applications for baptisms, banns and marriages	Last entry + 2 years	Destroy
Intercession lists	Last entry + 5 years	Review/Sample

Basic record description	Keep in parish	Final Action
<b><i>Church, furnishing and contents</i></b>		
Faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Terrier and inventory, logbook	Last action + 1 year	Permanent (deposit)
Architects' Quinquennial reports	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church	Last action + 5 years	Permanent (deposit)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Organ specifications, contracts, papers	Last action + 5 years	Permanent (deposit)
<b><i>Parsonage House</i></b>		
Plans, photographs, drawings	Last action + 5 years	Review for possible deposit
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the parsonage house	Last action + 5 years	Review for possible deposit
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Quinquennial reports	Last action + 5 years	Review for possible deposit
<b><i>Churchyard</i></b>		
Plans, registers of graves, faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Agreements concerning maintenance of churchyard, graves and memorials	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the churchyard	Last action + 5 years	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
<b><i>Church Hall</i></b>		
Plans, architects' reports	Last action + 5 years	Permanent (deposit)
Music, dancing and P.R.S. licences	Last action + 5 years	Review/Sample
Agreements for use of hall	Current year + 6 years	Review/Sample
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church hall	Last action + 5 years	Permanent (deposit)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy

Basic record description	Keep in parish	Final Action
<i>Incumbent and other ministers</i>		
Institutions, admissions, licences	Current year + 6 years	Review for possible deposit
Correspondence concerning appointments	Last action + 5 years	Review/Sample
Union of Benefice papers, pastoral schemes and orders; plurality orders; documents establishing team or group councils; Joint PCCs or District Church Councils, and relevant papers and correspondence	Last action + 5 years	Permanent (deposit)
Ministers' papers relating to major parish developments or parish audits	Last action + 5 years	Permanent (deposit)
Ministers' correspondence and other papers on routine administration	Current year + 3 years	Destroy
Maps of parish boundaries, street lists	Last action + 5 years	Permanent (deposit)
Copies of replies to questionnaires or important circulars	Last action + 5 years	Permanent (deposit)
<i>Parochial Church Councils, Team and Group Councils, District Church Councils, etc; Churchwardens and other parish officers</i>		
Minutes of Council and Committees, Parochial Church Meetings, and Meetings of Parishioners for Appointment of Churchwardens	Last action + 5 years	Permanent (deposit)
Electoral Rolls	Last complete review + 6 years	Review/Sample
Parish profiles on vacancy in benefice	Last action + 5 years	Permanent (deposit)
Visitation papers	Last action + 5 years	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Copies of replies to Articles of Enquiry	Last action + 5 years	Permanent (deposit)
Sequestration records	Current year + 6 years	Review/Sample
Visitors' books	Last entry + 3 years	Destroy
Routine correspondence	Current year + 3 years	Destroy
Copies of circulars sent by other organisations, non-local material	Current year + 1 year	Destroy

Basic record description	Keep in parish	Final Action
Annual audited accounts	Current year + 6 years	Permanent (deposit)
Cash books, bills, vouchers, bank statements, other subsidiary financial records	Current year + 6 years	Destroy
Planned giving schemes	Current year + 6 years	Destroy unless anonymised
Gift Aid Declarations	Keep as long as they are valid + 6 years	Destroy
Insurance policies – employers' liability	Current year + 40 years	Destroy
Insurance policies – other than employers' liability	Current year + 6 years	Destroy
Church Copyright Licence information	Current year + 6 years	Review/Sample



Basic record description	Keep in parish	Final Action
Accident reporting sheets or book – if relating to adults	Date of incident + 20 years	Destroy
Accident reporting sheets or book – if relating to children	The date when a child became an adult + 20 years	Destroy
A clear Criminal Records Bureau (CRB) certificate or disclosure letter of confirmation.	Within 6 months of the recruitment decision	Destroy
Risk assessment recommendations and management plan in the event of an unclear or blemished CRB disclosure.	50 years after appointment/employment ceases	Destroy
Records of other safeguarding adult or child protection incidents either within the parish or within a family/ by an individual where the Parish was the reporting body or involved in care or monitoring plans. That is, any sex	50 years after the conclusion of the matter.	Destroy

Basic record description	Keep in parish	Final Action
offender risk assessments and monitoring agreements.		
Records of any children's activities, Sunday school/ junior church/youth club registers and related general safety risk assessments. Any communication from parents or other parties in relation to the above.	50 years after the activity ceases.	Destroy
Personnel records relating to lay employees not working with children and vulnerable adults: including annual performance assessments, disciplinary matters, job descriptions, training and termination documentation.	6 years after employment ceases	Destroy
Personnel records with contact with children and vulnerable adults including all documentation concerning any allegations and investigation regardless of the findings.	50 years after the conclusion of the matter.	Destroy
Parish agreement with the diocese on Obtaining CRB Disclosures.	Last action + 5 years	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Deeds, Local Ecumenical Partnership agreements, statutory documents etc; title deeds, other documents relating to title, acquisition, disposal, or rights over a property; statutory notices, orders etc, including Orders in Council for closure of churchyard; and relevant correspondence	For all documents in this category, consult the Diocesan Registrar	Permanent (deposit)
Charities: deeds, schemes, orders, minutes, accounts, distribution lists, benefactions	Consult Trustees' Solicitor	Permanent (deposit)

Basic record description	Keep in parish	Final Action
Public Notices	Current year + 5 years	Consider sampling
Rota Duty Lists	Current year + 2 year	Destroy
Routine Correspondence	Current year + 6 years	Destroy

Basic record description	Keep in parish	Final Action
<i>Parish organisations - M.U., Youth Clubs, choir, bell-ringers etc</i>		
Minutes, reports, accounts	Last action + 5 years	Permanent (deposit)
Membership lists	Last action + 5 years	Destroy
Correspondence and contracts	Current year + 6 years	Review/Sample
Choir register	Current year + 3 years	Review for possible deposit
Music lists	Current year + 3 years	Review/Sample

Basic record description	Keep in parish	Final Action
Bibles ,Communion Books, Hymn Books, Prayer Books, Psalters and Service Books.	Replace with new versions	Consider keeping one sample copy on replacement
Altar and desk editions of the Bible, Common Book of Prayer and Common Worship.	Replace with new versions	Permanently retain in the parish.
Church Guides and Parish Histories	Replace with new versions	Permanent (deposit)
Parish magazines	Last action + 5 years	Permanent (deposit)
Scrapbooks, newspaper cuttings, brochures, record of gifts, photographs	Last action + 5 years	Permanent (deposit)

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