

St Chad's Church, Pattingham with Patshull

DATA PROTECTION POLICY

Adopted: 11th December 2018

St Chad's Church, Pattingham with Patshull is committed to protecting all information that we handle about people we support and work with, and to respecting people's rights around how their information is handled. This policy explains our responsibilities and how we will meet them.

Section A – What this policy is for

1. Policy statement

1.1 St Chad's Church, Pattingham with Patshull is committed to protecting personal data and respecting the rights of our **data subjects**; the people whose **personal data** we collect and use. We value the personal information entrusted to us and we respect that trust, by complying with all relevant laws, and adopting good practice.

We process personal data to help us:

- a) maintain records of church members, regular attenders and others who support us;
- b) provide pastoral support for parishioners and others connected with our church;
- c) provide services to the community;
- d) safeguard children, young people and vulnerable adults ~~at risk~~;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) maintain the security of property and premises;
- h) respond effectively to enquirers and handle any complaints [and]
- i) Maintaining records of baptisms, marriages, funerals and burials.

1.2 This policy has been approved by the Parochial Church Council which is responsible for ensuring that we comply with all our legal obligations. It sets out the legal rules that apply whenever we obtain, store or use personal data.

2. Why this policy is important

2.1 We are committed to protecting personal data from being misused, getting into the wrong hands as a result of poor security or being shared carelessly, or being inaccurate, as we are aware that people can be upset or harmed if any of these things happen.

2.2 This policy sets out the measures we are committed to taking as an organisation and, what each of us will do to ensure we comply with the relevant legislation.

2.3 In particular, we will make sure that all personal data is:

- a) processed **lawfully, fairly and in a transparent manner**;
- b) processed for **specified, explicit and legitimate purposes** and not in a manner that is incompatible with those purposes;
- c) **adequate, relevant and limited to what is necessary** for the purposes for which it is being processed;

- d) **accurate** and, where necessary, up to date;
- e) **not kept longer than necessary** for the purposes for which it is being processed;
- f) processed in a **secure** manner, by using appropriate technical and organisational means;
- g) processed in keeping with the **rights of data subjects** regarding their personal data.

3. **How this policy applies to you & what you need to know**

3.1 **As an officer, trustee, employee or volunteer** processing personal information on behalf of the church, you are required to comply with this policy. If you think that you have accidentally breached the policy it is important that you contact our Data Protection Contact immediately so that we can take swift action to try and limit the impact of the breach.

Anyone who breaches the Data Protection Policy may be subject to disciplinary action, and where that individual has breached the policy intentionally, recklessly, or for personal benefit they may also be liable to prosecution or to regulatory action.

3.2 **As a data subject of St Chad's Church, Pattingham with Patshull:** We will handle your personal information in line with this policy.

3.3 **Our Data Protection Contact** is responsible for advising St Chad's Church, Pattingham with Patshull and its officers, members and volunteers about their legal obligations under data protection law, monitoring compliance with data protection law, dealing with data security breaches and with the development of this policy. Any questions about this policy or any concerns that the policy has not been followed should be referred to them.

3.4 Before you collect or handle any personal data as part of your work (paid or otherwise) for St Chad's Church, Pattingham with Patshull, it is important that you take the time to read this policy carefully and understand what is required of you, as well as the organisation's responsibilities when we process data.

3.5 Our procedures will be in line with the requirements of this policy, but if you are unsure about whether anything you plan to do, or are currently doing, might breach this policy you must first speak to the Data Protection Contact.

4. **Training and guidance**

4.1 We will provide general training at least annually for all staff to raise awareness of their obligations and our responsibilities, as well as to outline the law.

4.2 We may also issue procedures, guidance or instructions from time to time.

Section B – Our data protection responsibilities

5. What personal information do we process?

- 5.1 In the course of our work, we may collect and process information (personal data) about many different people (data subjects). This includes data we receive straight from the person it is about, for example, where they complete forms or contact us. We may also receive information about data subjects from other sources including, for example, previous employers, other churches, the diocese, funeral directors.
- 5.2 We process personal data in both electronic and paper form and all this data is protected under data protection law. The personal data we process can include information such as names and contact details, education or employment details, [other examples] and visual images of people.
- 5.3 In some cases, we hold types of information that are called “**special categories**” of data in the GDPR. This personal data can only be processed under strict conditions.

‘Special categories’ of data (as referred to in the GDPR) includes information about a person’s: racial or ethnic origin; political opinions; religious or similar (e.g. philosophical) beliefs; trade union membership; health (including physical and mental health, and the provision of health care services); genetic data; biometric data; sexual life and sexual orientation.

- 5.4 We will not hold information relating to criminal proceedings or offences or allegations of offences unless there is an overarching safeguarding requirement to process this data for the protection of children and adults who may be put at risk in our church. This processing will only ever be carried out on advice Diocesan Safeguarding Team.
- 5.5 Other data may also be considered ‘sensitive’ such as bank details, but will not be subject to the same legal protection as the types of data listed above.

6. Making sure processing is fair and lawful

- 6.1 Processing of personal data will only be fair and lawful when the purpose for the processing meets a legal basis, as listed below, and when the processing is transparent. This means we will provide people with an explanation of how and why we process their personal data at the point we collect data from them, as well as when we collect data about them from other sources.

How can we legally use personal data?

- 6.2 Processing of personal data is only lawful if at least one of these legal conditions, as listed in Article 6 of the GDPR, is met:
- a) the processing is **necessary for a contract** with the data subject;
 - b) the processing is **necessary for us to comply with a legal obligation**;
 - c) the processing is necessary to protect someone’s life (this is called “**vital interests**”);

- d) the processing is necessary for us to perform a task in the **public interest**, and the task has a clear basis in law;
- e) the processing is **necessary for legitimate interests** pursued by St Chad's Church, Pattingham with Patshull or another organisation, unless these are overridden by the interests, rights and freedoms of the data subject.
- f) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their clear **consent**.

How can we legally use 'special categories' of data?

6.3 Processing of 'special categories' of personal data is only lawful when, in addition to the conditions above, one of the extra conditions, as listed in Article 9 of the GDPR, is met. These conditions include where:

- a) the processing is necessary for **carrying out our obligations under employment and social security and social protection law**;
- b) the processing is necessary for **safeguarding the vital interests** (in emergency, life or death situations) **of an individual** and the data subject is incapable of giving consent;
- c) the processing is carried out in the **course of our legitimate activities** and only relates to our members or persons we are in regular contact with in connection with our purposes;
- d) the processing is necessary for **pursuing legal claims**.
- e) If none of the other legal conditions apply, the processing will only be lawful if the data subject has given their **explicit consent**.

6.4 Before deciding which condition should be relied upon, we may refer to the original text of the GDPR as well as any relevant guidance, and seek legal advice as required.

What must we tell individuals before we use their data?

6.5 If personal data is collected directly from the individual, we will inform them in writing about; our identity/contact details and those of the Data Protection Officer the reasons for processing, and the legal bases, explaining our legitimate interests, and explaining, where relevant, the consequences of not providing data needed for a contract or statutory requirement; who we will share the data with; if we plan to send the data outside of the European Union; how long the data will be stored and the data subjects' rights.

This information is commonly referred to as a 'Privacy Notice'.

This information will be given at the time when the personal data is collected.

6.6 If data is collected from another source, rather than directly from the data subject, we will provide the data subject with the information described in section 6.5 as well as: the categories of the data concerned; and the source of the data.

This information will be provided to the individual in writing and no later than within **1 month** after we receive the data, unless a legal exemption under the GDPR applies. If we use the data to communicate with the data subject, we will at the latest give them this information at the time of the first communication.

If we plan to pass the data onto someone else outside of St Chad's Church, Pattingham with Patshull, we will give the data subject this information before we pass on the data.

7. When we need consent to process data

7.1 Where none of the other legal conditions apply to the processing, and we are required to get consent from the data subject, we will clearly set out what we are asking consent for, including why we are collecting the data and how we plan to use it. Consent will be specific to each process we are requesting consent for and we will only ask for consent when the data subject has a real choice whether or not to provide us with their data.

7.2 Consent can however be withdrawn at any time and if withdrawn, the processing will stop. Data subjects will be informed of their right to withdraw consent and it will be as easy to withdraw consent as it is to give consent.

8. Processing for specified purposes

8.1 We will only process personal data for the specific purposes explained in our privacy notices (as described above in section 6.5) or for other purposes specifically permitted by law. We will explain those other purposes to data subjects in the way described in section 6, unless there are lawful reasons for not doing so.

9. Data will be adequate, relevant and not excessive

9.1 We will only collect and use personal data that is needed for the specific purposes described above (which will normally be explained to the data subjects in privacy notices). We will not collect more than is needed to achieve those purposes. We will not collect any personal data "just in case" we want to process it later.

10. Accurate data

10.1 We will make sure that personal data held is accurate and, where appropriate, kept up to date. The accuracy of personal data will be checked at the point of collection and at appropriate points later on.

11. Keeping data and destroying it

11.1 We will not keep personal data longer than is necessary for the purposes that it was collected for. We will comply with official guidance issued by the Church of England and other official sources about retention periods for specific records.

11.2 Information about how long we will keep records for can be found in our Data Retention Schedule.

11.3 Some types of data have to be kept either permanently or for specific periods. Those officers, employees and volunteers who hold data must ensure that that do not delete or dispose of such data prematurely. If in doubt they should seek guidance from the Data Protection Contact.

12. Security of personal data

12.1 We will use appropriate measures to keep personal data secure at all points of the processing. Keeping data secure includes protecting it from unauthorised or unlawful processing, or from accidental loss, destruction or damage.

12.2 We will implement security measures which provide a level of security which is appropriate to the risks involved in the processing.

Measures will include technical and organisational security measures. In assessing what measures are the most appropriate we will take into account the following, and anything else that is relevant:

- a) the quality of the security measure;
- b) the costs of implementation;
- c) the nature, scope, context and purpose of processing;
- d) the risk (of varying likelihood and severity) to the rights and freedoms of data subjects;
- e) the risk which could result from a data breach.

12.3 Measures may include:

- a) technical systems security;
- b) measures to restrict or minimise access to data;
- c) measures to ensure our systems and data remain available, or can be easily restored in the case of an incident;
- d) physical security of information and of our premises;
- e) organisational measures, including policies, procedures, training and audits;
- f) regular testing and evaluating of the effectiveness of security measures.

13. Keeping records of our data processing

13.1 To show how we comply with the law we will keep clear records of our processing activities and of the decisions we make concerning personal data (setting out our reasons for those decisions).

Section C – Working with people we process data about (data subjects)

14. Data subjects' rights

- 14.1 We will process personal data in line with data subjects' rights, including their right to:
- a) request access to any of their personal data held by us (known as a Subject Access Request);
 - b) ask to have inaccurate personal data changed;
 - c) restrict processing, in certain circumstances;
 - d) object to processing, in certain circumstances, including preventing the use of their data for direct marketing;
 - e) data portability, which means to receive their data, or some of their data, in a format that can be easily used by another person (including the data subject themselves) or organisation;
 - f) not be subject to automated decisions, in certain circumstances; and
 - g) withdraw consent when we are relying on consent to process their data.
- 14.2 If a colleague receives any request from a data subject that relates or could relate to their data protection rights, this will be forwarded to our Data Protection Contact **immediately**.
- 14.3 We will act on all valid requests as soon as possible, and at the latest within **one calendar month**, unless we have reason to, and can lawfully extend the timescale. This can be extended by up to two months in some circumstances.
- 14.4 All data subjects' rights are provided free of charge.
- 14.5 Any information provided to data subjects will be concise and transparent, using clear and plain language.

15. Direct marketing

- 15.1 We will comply with the rules set out in the GDPR, the Privacy and Electronic Communications Regulations (PECR) and any laws which may amend or replace the regulations around **direct marketing**. This includes, but is not limited to, when we make contact with data subjects by post, email, text message, social media messaging, telephone (both live and recorded calls) and fax.

Direct marketing means the communication (by any means) of any advertising or marketing material which is directed, or addressed, to individuals. "Marketing" does not need to be selling anything, or be advertising a commercial product. It includes contact made by organisations to individuals for the purposes of promoting the organisation's aims.

- 15.2 Any direct marketing material that we send will identify St Chad's Church, Pattingham with Patshull as the sender and will describe how people can object to receiving similar

communications in the future. If a data subject exercises their right to object to direct marketing we will stop the direct marketing as soon as possible.

Section D – working with other organisations & transferring data

16. Sharing information with other organisations

- 16.1 We will only share personal data with other organisations or people when we have a legal basis to do so and if we have informed the data subject about the possibility of the data being shared (in a privacy notice), unless legal exemptions apply to informing data subjects about the sharing. Only authorised and properly instructed [staff/Trustees] are allowed to share personal data.
- 16.2 We will keep records of information shared with a third party, which will include recording any exemptions which have been applied, and why they have been applied. We will follow the ICO's statutory ***Data Sharing Code of Practice*** (or any replacement code of practice) when sharing personal data with other data controllers. Legal advice will be sought as required.

17. Data processors

- 17.1 [Before appointing a contractor who will process personal data on our behalf (a data processor) we will carry out due diligence checks. The checks are to make sure the processor will use appropriate technical and organisational measures to ensure the processing will comply with data protection law, including keeping the data secure, and upholding the rights of data subjects. We will only appoint data processors who can provide us with sufficient guarantees that they will do this.]
- 17.2 [We will only appoint data processors on the basis of a written contract that will require the processor to comply with all relevant legal requirements. We will continue to monitor the data processing, and compliance with the contract, throughout the duration of the contract.]

18. Transferring personal data outside the European Union (EU)

- 18.1 Personal data cannot be transferred (or stored) outside of the European Union unless this is permitted by the GDPR. This includes storage on a “cloud” based service where the servers are located outside the EU.
- 18.2 We will only transfer data outside the EU where it is permitted by one of the conditions for non-EU transfers in the GDPR

Section E – Managing change & risks

19. Data protection impact assessments

- 19.1 When we are planning to carry out any data processing which is likely to result in a high risk we will carry out a Data Protection Impact Assessment (DPIA). These include

situations when we process data relating to vulnerable people, trawling of data from public profiles, using new technology, and transferring data outside the EU. Any decision not to conduct a DPIA will be recorded.

- 19.2 We may also conduct a DPIA in other cases when we consider it appropriate to do so. If we are unable to mitigate the identified risks such that a high risk remains we will consult with the ICO.
- 19.3 DPIAs will be conducted in accordance with the ICO's Code of Practice 'Conducting privacy impact assessments'.

20. Dealing with data protection breaches

- 20.1 Where staff or volunteers, [or contractors working for us], think that this policy has not been followed, or data might have been breached or lost, this will be reported **immediately** to the Data Protection Contact.
- 20.2 We will keep records of personal data breaches, even if we do not report them to the ICO.
- 20.3 We will report all data breaches which are likely to result in a risk to any person, to the ICO. Reports will be made to the ICO within **72 hours** from when someone in the church becomes aware of the breach.
- 20.4 In situations where a personal data breach causes a high risk to any person, we will (as well as reporting the breach to the ICO), inform data subjects whose information is affected, without undue delay.

This can include situations where, for example, bank account details are lost or an email containing sensitive information is sent to the wrong recipient. Informing data subjects can enable them to take steps to protect themselves and/or to exercise their rights.

Schedule 1 – Definitions and useful terms

The following terms are used throughout this policy and have their legal meaning as set out within the GDPR. The GDPR definitions are further explained below:

Data controller means any person, company, authority or other body who (or which) determines the means for processing personal data and the purposes for which it is processed. It does not matter if the decisions are made alone or jointly with others.

The data controller is responsible for the personal data which is processed and the way in which it is processed. We are the data controller of data which we process.

Data processors include any individuals or organisations, which process personal data on our behalf and on our instructions e.g. an external organisation which provides secure waste disposal for us. This definition will include the data processors' own staff (note that staff of data processors may also be data subjects).

Data subjects include all living individuals who we hold or otherwise process personal data about. A data subject does not need to be a UK national or resident. All data subjects have legal rights in relation to their personal information. Data subjects that we are likely to hold personal data about include:

- a) the people we care for and support;
- b) our employees (and former employees);
- c) consultants/individuals who are our contractors or employees working for them;
- d) volunteers;
- e) tenants;
- f) trustees;
- g) complainants;
- h) supporters;
- i) enquirers;
- j) friends and family;
- k) advisers and representatives of other organisations.

ICO means the Information Commissioners Office which is the UK's regulatory body responsible for ensuring that we comply with our legal data protection duties. The ICO produces guidance on how to implement data protection law and can take regulatory action where a breach occurs.

Personal data means any information relating to a natural person (living person) who is either identified or is identifiable. A natural person must be an individual and cannot be a company or a public body. Representatives of companies or public bodies would, however, be natural persons.

Personal data is limited to information about living individuals and does not cover deceased people.

Personal data can be factual (for example, a name, address or date of birth) or it can be an opinion about that person, their actions and behaviour.

Privacy notice means the information given to data subjects which explains how we process their data and for what purposes.

Processing is very widely defined and includes any activity that involves the data. It includes obtaining, recording or holding the data, or carrying out any operation or set of operations on the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing can also include transferring personal data to third parties, listening to a recorded message (e.g. on voicemail) or viewing personal data on a screen or in a paper document which forms part of a structured filing system. Viewing of clear, moving or stills images of living individuals is also a processing activity.

Special categories of data (as identified in the GDPR) includes information about a person's:

- l) Racial or ethnic origin;
- m) Political opinions;
- n) Religious or similar (e.g. philosophical) beliefs;
- o) Trade union membership;
- p) Health (including physical and mental health, and the provision of health care services);
- q) Genetic data;
- r) Biometric data;
- s) Sexual life and sexual orientation.

Schedule 2 – ICO Registration

Data Controller: Pattingham and Patshull PCC

Registration Number: ZA266448

Date Registered: 14 July 2017 Registration Expires: 13 July 2019

Address:

20 Dartmouth Avenue

Pattingham

Wolverhampton

WV6 7DP

Schedule 3 – Data Protection Contact

The Data Protection Contact is the Secretary to the PCC, whose email address is secretary@pattinghamchurch.org.uk

Schedule 4 – Data Retention Schedule

The Church of England has published guidance on retention of parish records. Most data which we deal with is included in that and for those we will follow that guidance, which is set out in the following pages.

Any classes of personal data which is not covered by that guidance can be included here if necessary.

8 RETENTION GUIDELINES

This section sets out the retention advice given in Sections 7.1 – 7.9 in the form of a table and follows the same order of record groups.

The following retention guidelines give suggested minimum periods for keeping each type of parish record less than 100 years old. If you are in any doubt please seek advice from your Diocesan Record Office, which is usually your local Archives and Local History Service.

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.

8.1 Church Services

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 History Service	Permanent (deposit)
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

8.2 Church Buildings and Property [see also Legal Documents]

Basic record description	Keep in parish	Final Action
<i>Church, furnishing and contents</i>		
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)

Parsonage House		
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
Churchyard		
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)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Church Hall		
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

8.3 General Parish Administration

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)
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

8.4 Parish Finance

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

8.5 Pastoral Care, Safeguarding and Health and Safety

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.	100 (increased from 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 offender risk assessments and monitoring agreements.	100 (increased from 50) years after the conclusion of the matter.	Destroy
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.	100 (increased from 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.	100 (increased from 50) years after the conclusion of the matter.	Destroy
Parish agreement with the diocese on Obtaining CRB Disclosures.	Last action + 5 years	Permanent

8.6 Legal Documents

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)

8.7 Other Parish Records

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

8.8 Parish Organisations

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

8.9 Publications

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)

7 DECIDING WHAT THE PARISH NEEDS TO KEEP

When the majority of older parish registers and records have been deposited in the Diocesan Record Office, most parishes will only be responsible for records of current administrative value. Although many of these will be of little or no historical value, it is important to be able to distinguish between these records and those which will be of historical value.

The purpose of this leaflet is to give parish officers the confidence to distinguish between the records which ought to be kept permanently and those which may safely be thrown away when they are no longer, required for administrative purposes. This advice applies equally whether the records are traditional paper records or have an electronic format.

For ease of reference records have been grouped into separate subject categories. The guidance about the retention or otherwise of records has been divided into three categories:

The parish must keep: This section contains the records which parishes are legally required to maintain whilst the records are in use and then to transfer to the Diocesan Record Office when the records have ceased to be of use in the parish.

The parish may keep: This section contains the records, which parishes may keep or may not; parishes are advised to consider keeping these records that may be of permanent interest, however the Diocesan Record Office may not be able to accept deposits of such records.

The parish should dispose of: This section relates to records, which may be safely disposed of at the end of their administrative life.

For ease of reference records have been grouped into separate subject categories.

7.1 Church Services

The parish **must keep**:

- Registers of baptisms, marriages and burials - Permanent (deposit at the Diocesan Record Office)
- Registers of banns, confirmations and services - Permanent (deposit at the Diocesan Record Office))

The parish **may keep**:

- Registers of marriage blessings
- Registers of funerals/interments
- An archive copy of any service sheets for special services or any surveys of church attendance.
- Photographs of special services, church events, clergy and congregation

The parish **should dispose of**:

- Baptism certificate counterfoils, marriage certificate counterfoils, copies of burial and cremation certificates, copies of banns certificates and applications for banns, baptisms and marriage services

7.2 Church Buildings and Property

Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (which came into force on 1st March 1993) to compile and maintain (in the form recommended by the Council for the Care of Churches) a terrier and inventory and a logbook giving details of alterations, additions and repairs to, and other events affecting the church or the articles or land belonging to it, and with a note of the location of any other relevant documents.

The churchwardens must send a copy of the inventory to the person designated by the bishop as soon as practicable after it has been compiled, and it would be wise also to send a copy to the Diocesan Registrar if they are not the designated recipient. They must notify the designated recipient of any alterations at intervals laid down by the bishop.

The terrier and inventory and the logbook must be presented by the churchwardens to the parochial church council at the beginning of each year, together with a signed statement to the effect that the contents are accurate. Mention should be made of new items, losses or disposals.

The parish **must keep**:

- Former terriers, inventories and logbooks - Permanent (deposit)
- Faculties, and accompanying papers, photographs, plans and drawings - Permanent (deposit)

- Plans, correspondence, accounts and photographs relating to major repairs or alterations - Permanent (deposit)
- Reports by Council for the Care of Churches, English Heritage and other conservation organisations - Permanent (deposit)

The parish **may keep**:

- A logbook or scrapbook recording parish events

Note 1 These are very valuable records for ecclesiastical and social historians. It is strongly recommended that all parishes maintain some similar type of document, and the form of logbook published by the Council for the Care of Churches allows space for this.

7.3 General Parish Administration

The core documents are the minutes of the parochial church council and its committees.

If these are still paper documents, but no longer written by hand in bound volumes, it is important that the signed copies of minutes are properly kept. It is recommended that PCC secretaries maintain minutes, produced by a word processor and kept in folders, by the standards outlined in the Company Secretaries Handbook⁴. Advice about this can be obtained from your Diocesan Record Office.

Note 2 The Company Secretary's Handbook A Guide To Statutory Duties and Responsibilities, 5th Edition, 2008 by Helen Ashton, publisher Kogan Page, ISBN 0749453214. See sections 5 – 6 which give guidance about good record keeping practice.

Pasting or sticking typed copies in bound volumes is not recommended because of the generally unsound archival quality of glues and adhesives as well as the risk of breaking the spine of the binding. Care must be taken, too, with ring binders because of the metal parts, which may rust. Loose minutes should either be properly bound into volumes or kept in an archival box, in which case the pages should be consecutively numbered. For legal reasons it is strongly recommended that pages of minutes are not kept loose but are filed in meeting order in files which comply with the standards outlined in the Company Secretaries Handbook.

The parish **must keep**:

- The signed copies of the PCC minutes and its committees and any accompanying papers and reports - Permanent (deposit)

The parish **may keep**:

- Letters and reports relating to major developments in the parish if they contain important information
- An archive copy of questionnaire returns
- Any statement as to the conditions, needs and traditions of the parish (a 'parish profile') produced by the parochial church council under the Patronage (Benefices) Measure 1986 on a vacancy in the benefice, as well as other documents held for or on behalf of the parochial church council or churchwardens in relation to the vacancy and the appointment of the new incumbent
- Maps of the parish specially prepared for church purposes
- Church electoral rolls and parish audits
- An archive copy of all printed items, such as booklets, produced by the parish
- An archive set, preferably bound, of all parish magazines
- An archive set of the weekly notice sheets if the parish does not produce a parish magazine or if the weekly notice sheets contain information of long-term interest
- All these documents should be dated.

The parish **should dispose of**:

- Correspondence and other records relating to routine parish administration

7.4 Parish Finance

Most parishes generate a considerable quantity of financial records, but not all of these need be kept permanently.

The parish **must keep**:

- The annual accounts of all parochial church council funds – Permanent (deposit)

Note 3 The Archbishops' Council's Finance Department has produced a parish account book entitled Parochial Church Accounts, in a loose-leaf format which provides for the inclusion of audited accounts.

The parish **should dispose of:**

- Other supporting documents, including cash books, bank statements, wages records, vouchers and routine correspondence (more than 7 years old)
- Planned giving and gift aid records (more than 7 years old)

However, where Gift Aid Declarations are open-ended in the form 'all my past and future donations', these need to be kept for as long as they are still valid, plus 6 years. Her Majesty's Revenues and Customs have the right to audit them whilst tax claims are still being made and for 6 years thereafter.

7.5 Pastoral Care, Safeguarding and Health and Safety

Personnel files relating to the clergy kept by bishops and their staff fall outside the scope of this guide. For such guidance see "Confidential Files On Ministers - Guidance Notes for Bishops and Bishops Secretaries". The most recent edition was issued by Lambeth Palace in June 2008 and is published on the Lambeth Palace Library website: <http://www.lambethpalacelibrary.org/content/recordsmanagement>

In most parishes the clergy will keep records dealing with pastoral matters many of which are likely to be highly confidential. It is recommended that these are disposed of once the matter has been resolved in line with data protection recommendations. Where the subject of the information gives expressed informed permission, it can be very important to pass on the information to another incumbent or another church minister if they move. (This would usually be to their benefit in that subsequent care will be continued).

If these records are being retained for research purposes, such a purpose should be included in the Data Protection notification, if there is one and if deposited in the Diocesan Record Office a closure period of at least 85 years must be applied to the records from the date of the most recent document on the file.

Permission is not required, unless it can be safely obtained, if failing to pass the information on would mean there is a likely potential risk to a child or vulnerable adult, or such failure would prejudice the detection or prevention of a criminal offence.

The same rules should be applied to any confidential papers relating to the selection of any new incumbent for the parish. Your diocese will be the 'Registered Body' for processing applications to the Criminal Records Bureau (CRB) on behalf of the Parish. CRB certificates will normally be held at diocesan level by the Registered Body (for up to 6 months). The Parish Child Protection or Safeguarding Representative should keep all their documentation relating to recruitment or other child or vulnerable adult protection securely. Such records must be passed on to subsequent representatives and incumbents. It is strongly recommended a file is kept for each lay employee and volunteer and that this should be kept for a minimum of 50 years after their appointment ceases.

These files should be kept in a locked filing cabinet by the incumbent or in the parish office. It is essential to keep accurate records of any concerns, disclosures and allegations relating to children and vulnerable adults. Facts observed or disclosed should be accurately recorded, signed and dated. If records are being kept without the knowledge of the subject, it should be clearly recorded why this is so, for instance if there is a pattern of behaviour which needs to be monitored or third party information, such as a letter of complaint or police information. Actions taken and decisions made should be noted. Who is party to the information, for example, the subject of the report, the child's parent etc, 'a need to know' monitoring group for a sex offender, should be recorded.

Note 4 Where 'personnel' files are kept on volunteers or employees they will be in principle entitled to see personal data on their file (subject to making a written request and paying a fee of up to £10) but there are various statutory exceptions and also particular rules relating to third party communications. If you have concerns about whether information should be disclosed in a particular case, advice should be sought from the diocesan Registrar.

The parish **must keep securely:**

- A file for each lay member of staff and volunteer
- Parish agreement with the diocese on obtaining CRB Disclosures
- Letters and other correspondence pertaining to disclosures from the diocese should be kept for as long as those volunteers and employees are in the particular role for which Disclosure was obtained. CRB certificates must never be duplicated and must be destroyed within 6 months of a recruitment decision being made.
- A dated register of those who have been CRB cleared, for administrative purposes (such as ensuring renewals, or to provide a quick reference). However, any copies of actual CRB disclosures should be kept for no longer than 6 months.
- Any communication from third parties, e.g. complainants on any matter, the police or Social Services and a factual record of the actions taken.

7.6 Legal Documents

The parish **must keep**:

- Title Deeds
- Local Ecumenical Partnership Agreements
- Pastoral Schemes
- Orders in Council for the closure of a churchyard
- Charity Schemes

7.7 Other Parish Records

In most cases the parish records fall clearly into a category in which they either have to be retained or may be destroyed after they cease to be current. However, there are a small number of records where historical value is limited but the bulk is considerable. In such cases it is permissible to retain a representative sample of records to be determined by the parish in consultation with the Diocesan Record Office.

The parish **may keep**:

- Public notices
- Rota duty lists
- Routine correspondence

Some of these are records which have been outlined for destruction in the advice given above. If it is decided to sample these records then the basis for the sample must be determined at the outset and rigidly adhered to. A good basis for sampling is to keep all records in the sample categories for a fixed period, eg one month in every year, or one year in every ten. Where doubt exists your Diocesan Record Office will be able to advise. It may be appropriate to transfer the whole series to the Diocesan Record Office in order to allow the archivist to take an appropriate sample.

7.8 Parish Organisations

Where separate organisations in the parish maintain their own records they should manage their records against the guidelines outlined in 7.1-7.4 above.

7.9 Publications

The service books used by a parish form part of its liturgical history and consideration should be given to keeping a representative sample in the parish. Publications produced by the parish such as parish magazines and church guides for visitors and parish histories should be kept and copies offered to the Diocesan Record Office and to the appropriate local reference library.

- A copy of all printed service books, communion booklets, Bibles etc. as they are replaced by new versions
- Finely bound altar and desk editions of the Book of Common Prayer and of the Bible

Note 5 Since the coming of Common Worship and more versions of the scriptures, some are no longer in regular use. They are, however, of value and should be kept safely in the vestry. Some dioceses have a repository for them.

- One copy of hymn and prayer books and psalters, service sheets and communion booklets (these are of value for the study of liturgy in the parish)
- A copy of each edition of the church guide
- One copy of a parish history

APPENDIX: ADDITIONAL RETENTION ADVICE

The official Church of England advice does not cover a limited number of additional types of data, mainly related to church employees and suppliers. In addition to the information detailed above (see particularly sections 8.2 Church Buildings and Property and 8.5 Pastoral Care, Safeguarding and Health and Safety), St Pancras PCC will hold information in line with the data retention periods set out below:

TYPE OF DATA	GUIDELINE RETENTION PERIOD
EMPLOYEE RECORDS	
Details of references of successful applications	Duration of employment
Records of unsuccessful applications, including references	Six months after notifying the unsuccessful candidate
Wages, expenses and overtime records	Six years plus the current year
Statutory maternity pay records	Six years after employment has ceased
Sickness records	Six years after employment has ceased
Payroll documentation	Six years after employment has ceased
Pension records	Three years after the end of the tax year for statutory sick pay purposes
SUPPLIER AND CONSULTANT RECORDS	
Name and contact details	Six years after contract ends
Copies of contracts (other than contracts related to property)	Six years after expiry or termination of contract