



DATA RETENTION SCHEDULE FOR THE EAST MIDLAND BAPTIST ASSOCIATION

Introduction

This data retention schedule accompanies the Data Protection Policy of the East Midland Baptist Association (“EMBA”). It sets out the time periods that different types of documents and records must be retained for business and legal purposes. This is a lengthy document listing the many types of records used by EMBA and the applicable retention periods for each record type. You need not read the entire document but rather should focus on the types of records relevant to your role.

The retention periods are based on business needs and legal requirements. Information which is held longer than necessary carries additional risk and cost. Retention periods are independent of format and can therefore be applied to any medium whether paper or electronic.

This policy applies to all staff, which for these purposes includes employees, temporary and agency workers, other contractors, interns and volunteers. If you maintain any types of records that are not listed in this schedule, and it is not clear from the existing record types in this schedule which retention period should apply, please contact the EMBA Data Protection Officer, Mr Garry Clewlow at dpo@embaptists.org.uk for guidance.

Contents

Employment/HR	2
Finance	3
General	4
Health and Safety	4
Insurance	4
Meetings	5
Contact Lists	5
Property	5
Safeguarding	6
Website	6

Section	Documents	Retention period	Reason	Action after Retention Period
Employment/HR <i>Including</i> Staff, Accreditation, Ministerial Recognition and Settlement Records Selection and appointment of Directors and other volunteers	All information relating to recruitment, selection and development whilst in post	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on any disciplinary or grievance matter that is still 'live' on the individual's personnel file, including information on any penalty or warning imposed	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on an individual's health and sickness record, including information on any adjustment made to their working pattern, either on a temporary or permanent basis	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	DBS records Information on any safeguarding concern or matter in which the employee was involved in any way	75 years after employment/role ceases (see Safeguarding Retention Schedule under Safeguarding below)	Requirements of the Independent Inquiry into Child Sexual Abuse (IICSA)	Not applicable
	Parental leave records	18 years from the date of the birth of a child	To enable future employers to check entitlement	Destroy
	Payroll records including correspondence with HMRC and payments of expenses to staff and volunteers	6 years from the end of the financial year the records relate to.	Charities Act 2011 and HMRC Rules	Destroy
	Pensions Records	According to the schedules set by the Pension provider		Destroy

Section	Documents	Retention period	Reason	Action after Retention Period
	Application forms and interview notes for unsuccessful candidate	6 months to a year	Equality Act 2010 recommends six months. One year limitation for defamation actions under Limitation Act.	Destroy

⁽¹⁾ Six years is generally the time limit within which contractual claims may be brought

Finance Including information required for the payment of grants and loans to churches and individuals	All financial records – invoices, bills, bank statements, paying in books etc Grant/Loan Application forms and Agreements Financial records relating to payments made to the Association by individuals	6 years from the end of the financial year the record relates to	Charities Act and HMRC Rules	Destroy
	Gift Aid declarations	6 years after the last payment was made	HMRC Rules	Destroy
	Legacy information (i.e. documents which relate to a legacy received by the church)	6 years after the deceased's estate has been wound up	In line with requirements for other financial information	Destroy or, if legacy of historical significance, archive
	Annual Accounts and Reports	10 years then retain permanently in archives	These records provide evidence of the development of the organisation plus Charity Commission requirements	Archive (e.g. County Archive Office)

Section	Documents	Retention period	Reason	Action after Retention Period
	Payroll records including correspondence with HMRC	See Employment/HR above	See Employment/HR above	See Employment/HR above
General	Correspondence (including emails) and other records	Unless this relates to any other category of data listed here (e.g. finance, employment, safeguarding etc) correspondence will be kept for as long as is relevant and then destroyed.		
Health and Safety	Reportable accidents / accident book	3 years after date of entry or end of any investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Destroy
	Records documenting external inspections	3 years after date of inspection	Good practice	Destroy
Insurance	Public liability policies and certificates	Permanently	Historical claims/commercial practice	Store securely with electronic copy as backup
	Employer's liability policies	Permanently	Employers' Liability (Compulsory Insurance) Regulations 1998 suggests 40 years	Store securely with electronic copy as backup
	Sundry insurance policies and insurance schedules	Until claims under policy are barred or 6 years after policy lapses, whichever is longer	Commercial practice	Destroy
	Claims correspondence	6 years after last action	Commercial practice	Destroy

Section	Documents	Retention period	Reason	Action after Retention Period
Meetings	Notes of meetings with church groups	10 years from the date of the meeting	Good practice	Destroy
	Trustee Meeting Minutes	10 years from the date of the meeting ⁽²⁾	Good practice	Archive (e.g. County Archive Office)
	Minutes of working groups	5 years from the date of the meeting	Good practice	Destroy unless of particular value in which case send to Archive
	Notes of Meetings with individuals	Unless this relates to any other category of data listed here (e.g. finance, employment, safeguarding etc) correspondence will be kept for as long as is relevant and then destroyed.	Good practice	Destroy
ChurchSuite	Contact details of church office holders, trustees, suppliers, staff, volunteers and supporters.....	Updated and reviewed constantly <i>*See Data Retention protocol</i>	Good practice	See Data Retention Protocol
Property	Title Deeds for property	Permanently or until property is disposed of	Limitation Act 1980	Keep copy for 6 years after property has been disposed of
	Leases	12 years after lease and liabilities under the lease have terminated	Limitation Act 1980	Destroy

⁽²⁾ These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the Association before sent to archives.

Section	Documents	Retention period	Reason	Action after Retention Period
	Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of major refurbishments and redevelopments.	Permanently or until six years after property is disposed of	Limitation Act 1980	Destroy 6 years after property is disposed of
Safeguarding	See separate Safeguarding Retention Schedule at www.baptist.org.uk/gdprsafeguarding			
Website	See separate EMBA Website Privacy Policy HERE			