

Data Retention Policy

It is our intention to keep any data we hold for you for as short a time as possible and as securely as we can.

After consultation with the Information Commissioners Office (ICO) there are some statutory regulations regarding some data but very little clear "black & white" instruction on other data. As a holder of personal data, we as the church are charged with making a decision on how long we keep your data and to support this with sound reasoning.

	Retention Period	Reason
Staff Records	Kept for 3 years after the staff member has left.	<u>Contract</u>
Financial Records	Kept for 7 years	<u>Legal obligation</u>
Gift Aid	Removed from all records after 5 years if you have not given during that time (or beforehand if you no longer qualify for Gift Aid)	<u>Legal obligation</u>
CCTV images	We have set our deletion time for 10 days. (see our <u>CCTV Policy</u> for full details)	<u>Legitimate interest</u>
Paper Records	<ol style="list-style-type: none"> 1. Database forms are retained for the time you are with us at Lifecentral, previous records are shredded as a new form is received. 2. Letters, not retained unless there is a lawful reason to do so. 3. Children's emergency contact details and personal medical information 	Every 2 years we will ask for your <u>ongoing consent</u> and update your personal information. The Charity Commission obliges the church to maintain and keep these records as they pertain to membership. <u>Vital interest</u> (could save a life)
Digital Records	<ol style="list-style-type: none"> 1. Our current database is with ChurchSuite. Records are kept for as long as you are attending Lifecentral Church or if you ask us to remove you totally or in part. 2. Letters/documents scanned in to the Server. Retained as per the above. 	Some information like DBS criminal convictions/ Marriage Register details/ Gift Aid (HMRC) cannot be removed as there is a <u>lawful basis</u> for holding them for the statutory time (or a potential criminal investigation).
Email communications.	Every 3 months emails that are no longer needed are deleted	<u>Legitimate Interest</u>