**DATA RETENTION SCHEDULE FOR THE EAST MIDLAND BAPTIST ASSOCIATION**

**Introduction**

This data retention schedule accompanies the [Data Protection Policy](https://www.embaptists.co.uk/emba-policies) 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, Mrs Becky Nicholls at [dpo.emba@gmail.com](mailto:dpo.emba@gmail.com), for guidance.

**Contents**

[**Employment/HR** 2](#_Toc53137500)

[**Finance** 3](#_Toc53137501)

[**General** 4](#_Toc53137502)

[**Health and Safety** 4](#_Toc53137503)

[**Insurance** 4](#_Toc53137504)

[**Meetings** 5](#_Toc53137505)

[**Contact Lists** 5](#_Toc53137506)

[**Property** 6](#_Toc53137507)

[**Safeguarding** 6](#_Toc53137508)

[**Website** 6](#_Toc53137509)

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| **Employment/HR** ***Including***    ***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 |

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|  | 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*

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| **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) |
| Payroll records including correspondence with HMRC | See Employment/HR above | See Employment/HR above | See Employment/HR above |

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| **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. |

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| **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 |

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| **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 |

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| **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 |

(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.*

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| **Contact Lists** | Contact details of church office holders, trustees, suppliers, staff, volunteers and supporters….. | 6 months after individual has ceased to be in contact with EMBA[3] | Good practice | Destroy |
| EMBA Directory and Database | Updated and reviewed constantly | Good practice | Previous versions destroyed |

[3]*Unless an individual asks for their details to be removed immediately*

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| **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 |
| 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 |

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| **Safeguarding** | See separate Safeguarding Retention Schedule at [www.baptist.org.uk/gdprsafeguarding](http://www.baptist.org.uk/gdprsafeguarding) |
| **Website** | See separate [EMBA Website Privacy Policy](https://embaptists.co.uk/emba-policies) |