



# **ABERGAVENNY BAPTIST CHURCH**

Abergavenny Baptist Church

## **DATA PROTECTION POLICY**

Adopted: March 2018

*ABERGAVENTNY BAPTIST CHURCH 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.*

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## Section A – What this policy is for

### 1. Policy statement

- 1.1 ABERGAVENNY BAPTIST CHURCH 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 our list of church members and regular attenders;
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including our Toddler Group;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers;
- f) maintain our accounts and records;
- g) promote our services;
- h) respond effectively to enquirers and handle any complaints

- 1.2 This policy has been approved by the church's Charity Trustees who are 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 employee, trustee 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 Trustee 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 leader:** You are required to make sure that any procedures that involve personal data, that you are responsible for in your area, follow the rules set out in this Data Protection Policy.

- 3.3 **As a data subject of ABERGAVENNY BAPTIST CHURCH:** We will handle your personal information in line with this policy.

- 3.4 **As an appointed data processor/contractor:** Companies who are appointed by us as a data processor are required to comply with this policy under the contract with us. Any breach of the policy will be taken seriously and could lead to us taking contract enforcement action against the company, or terminating the contract. Data processors have direct obligations under the GDPR, primarily to only process data on instructions from the controller (us) and to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk involved.]

- 3.5 **Our Data Protection Trustee** is responsible for advising ABERGAVENNY BAPTIST CHURCH and its staff and members 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 at [abergavennybaptistchurch@gmail.com](mailto:abergavennybaptistchurch@gmail.com)

- 3.6 Before you collect or handle any personal data as part of your work (paid or otherwise) for ABERGAVENNY BAPTIST CHURCH, 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.

- 3.7 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 Trustee

### **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.
- 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, 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.
- 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 ABERGAVENNY BAPTIST CHURCH 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 about; our identity/contact details and those of the Data Protection Trustee, the reasons for processing, and the legal bases, including explaining any automated decision making or profiling, 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 6.55 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 ABERGAVENNY BAPTIST CHURCH, 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 6.5.5) 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 to our sector 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 Paper records**

Paper records should be stored on church premises rather than in private homes. They should be kept in boxes or filing cabinets. The storage area should be as fire proof as possible; free from damp and mould; well ventilated; and unlikely to be affected by flooding, insect or rodent activity. All records should be kept where they are safeguarded against unauthorised access. Confidential, sensitive or important records should be stored in locked filing cabinets or safes and must be disposed of in a secure manner e.g. through shredding.

### **11.4 Electronic records**

#### *a) Long-term preservation and access*

It is recommended that any church records that need to be kept for longer than ten years or have been designated as archives be printed and kept as paper records. (To protect against data loss and accidental deletion)

#### *b) Storage*

There should be a regular system of backup for electronic records saved on individual computers as a precaution against loss in the case of a hard drive failing, theft etc. These backups should be stored away from the computer, ideally in another building. Records stored on portable media such as USB flash drives should be checked regularly to ensure that they are still accessible.

#### *c) Management*

Electronic records should be managed in the same way as paper records. They should be saved into an organised filing system and subject to retention and disposal. It is important that electronic records are given titles that are understandable, describe what the record is and include its creation date. The record's title and date should be recorded within the document (for example, as a header or footer) so that they can still be identified when printed. As electronic records are easily altered it is helpful to identify different versions of a document by including version numbers or 'draft', 'copy' etc in the title and in the document itself.

#### *d) Email*

Emails are also electronic records and need to be managed. Unmanaged emails can be a source of stress for staff due to the large volume that they send and receive. Emails should be subject to the retention schedule. Transitory emails such as out-of-office replies should be deleted immediately; emails with short-term value such as notices of upcoming meetings should be kept in folders under the inbox and deleted when obsolete; records of value to the church should be saved into the folder system alongside other electronic records and the email deleted from the inbox; emails which have archival value or which need to be kept for more than ten years should be printed.



## **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 Trustee **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 ABERGAVENNY BAPTIST CHURCH 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 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](#) 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 Trustee.
- 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.

## Appendix 1: Records retention schedule

### Key to the retention schedule

Retention periods which based on legal/ regulatory requirements are marked “[requirement]”.

### Records to be sent to the local archive

Some of these records should be preserved on a permanent basis. When they are no longer required by the church for operational purposes they should be sent to the local public record office.

Type of record	How long to keep it for	What to do with it
<b>Meeting minutes:</b> agendas and supporting papers for church meeting, Trustees meeting, church groups	Current year +10	To Local Archive: Permanent
<b>General correspondence, enquiries etc</b>	Last action on correspondence + 1 year	Destroy
<b>Databases, mailing and contact lists</b>	Keep most up-to-date version	Destroy when no longer required
<b>List of members, and/or adherents</b> (These should be dated)	Until no longer required	Destroy
<b>Baptism, marriage and burial registers:</b> Stored in a secure location, ideally a safe [Requirement]	Until no longer required	To Local Archive: Permanent
<b>Finance: Annual accounts (preferably signed)</b>	Current financial year + 10	To Local Archive: Permanent
<b>Finance records</b> including: cash books, bills, bank statements, budgets, accounting records and other subsidiary financial records, pension contributions, employee tax and insurance	Current financial year + 6 years [requirement]	Destroy
<b>Insurance records</b> including employers	Current financial year +40 [requirement]	Destroy
<b>Receiving and administering legacies, covenant payments and trusts</b>	Life of legacy/ covenant/ trust + 6 years	Destroy
<b>Records documenting the acquisition of ownership of properties</b>	Disposal of property + 12 years [requirement]	Destroy
<b>Records documenting the disposal of properties by sale, transfer or donation</b>	Disposal of property + 12 years [requirement]	Destroy
<b>Records documenting leasing-out arrangements for properties</b>	Expiry of lease + 12 years [requirement]	Destroy
<b>Deeds of title for properties</b>	Disposal of property	Transfer to new owner
<b>Records documenting applications for planning consents and consents granted</b>	Disposal of property OR Expiry of consent	Transfer to new owner OR Destroy

<b>Records documenting major maintenance and development works on property</b>	Completion of work + 15 years OR Disposal of property [requirement]	Destroy OR Transfer to new owner
<b>Records documenting the negotiation, establishment, review and alteration of contracts and agreements between the church and others</b>	End of contract + 6 years [requirement]	Destroy
<b>Records documenting the arrangement and renewal of insurance policies</b>	Expiry of insurance policy + 6 years [requirement]	Destroy
<b>A note on the whereabouts of the Trust Deed(s), and any related documents, of the congregation</b>	Keep permanently	Keep permanently
<b>The Trust Deed(s), and any related documents, of the congregation</b>	Keep permanently	Keep permanently in a safe
<b>Records documenting church events :</b> Reports, programmes, photos. Not including records documenting the organisation of the event e.g. RSVPs	Date of event + 10 years	To Local Archive: Permanent
<b>DBS certificate information<sup>1</sup></b>	Six months maximum[requirement]	Destroy
<b>Records relating to concerns about those working with children and young people</b>	Date of concern + 50 years	Destroy
<b>Allegation of a child protection nature against a member of staff/ volunteer, including where the allegation is unfounded</b>	Date of allegation + 50 years	Destroy
<b>Records of children's activities and events</b> e.g. registers, risk assessments; consent forms; insurance, health & safety records, incidents and application records; medical information; volunteers; accommodation lists	Date of activity/ event + 25 years [requirement]	Destroy
<b>Personnel records including:</b> contracts, appraisal records, job descriptions, training records, sickness records, termination of employment documentation	Termination of employment + 10 years [requirement]	Destroy
<b>Accident report</b>	Adult: date of incident + 3 years Child: until child reaches 21	Destroy

<sup>1</sup> The actual disclosure form must be destroyed after 6 months. However a record can be kept of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken. A record of whether a disclosure was clear/ unclear or blemished **must not be kept**.



	[requirement]	
<b>A record of furnishings, lighting fixtures etc (with dates); artefacts given to church (include dates and origins); church silver, plate, china, mugs etc (with photographs in case of theft); memorial tablets (with a note of the text); war memorials (including note of text); stained glass.</b>	Keep permanently	To Local Archive: Permanent
<b>Architectural drawings, photographs, and plans for church and hall</b>		To Local Archive: Permanent