

Data Retention Policy – July 2024

1. The elders keep a record the names of people attending church, together with their email, phone and address if those are given to them. This record is kept on a private OneDrive only accessible by the elders. Details are not given to anyone else without the person's permission.
2. People are specifically asked if they wish to receive information emails from the church. Their email addresses are kept by the person responsible for circulating information emails. A person may ask at any time for their email to be removed from this list.
3. The church keeps a list of people who have been DBS checked. This list contains their DBS record number and their date of birth. This list is kept on a secure OneDrive, accessible only by the Safeguarding officer and the Elders.
4. For under 18s attending NAA, Splat or Toddlers the church asks for a parental approval form to be filled in and signed. These forms are kept by the activity leader until the start of the next yearly programme (usually September).
5. An accident form will be filled in if any under 18 has an injury during a church activity. This should be signed by a parent/guardian who is given the top copy while the copy is retained in the accident book. These will be retained for at least 3 months.
6. In the event of a complaint or accusation of a safeguarding nature, all relevant documents will be scanned and saved on a secure OneDrive, accessible only by the Safeguarding officer and the Elders. All paper documents will be destroyed. The Safeguarding committee will decide how long each item needs to be kept (up to 75 years) on the basis of the seriousness of the complaint/accusation.