



Data Retention Schedule

This retention schedule is a tool used to ensure the retention of information for as long as it is needed. A table containing the recommended retention period is below. The retention period applies to all information in that category by default, and will be adhered to wherever possible, although it is recognised that there may be exceptional circumstances which require documents

to be kept for either shorter or longer periods. Retention periods also apply to all formats of records, that is both paper and electronic, unless specifically stated otherwise.

Church activity	Data used	Process/purpose of use	Legal basis	Sharing?	Retention period
Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Full name Sex Date of birth School year (not baby and toddlers) School name (not baby and toddlers)	To establish if the child/young person is eligible for the age range of the activity. To enable us to create a register and celebrate birthdays.	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	Only if needed for safeguarding or legal reasons.	3 years

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Church activity	Data used	Process/purpose of use	Legal basis	Sharing?	Retention period
Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Parent's/Guardian's full name Address and postcode Phone number Mobile/second phone number Email address Signature of Parent/Guardian Name of Emergency Contact (must be different from parent/guardian) Phone Number of emergency contact GP and GP Surgery name GP surgery phone number Any medical conditions, known allergies etc Any current medication Any other relevant information, for example Additional Learning Needs	To provide contact details and medical information in an emergency situation. To enable activity leaders to be aware of any ongoing medical requirements or possible needs.	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	Only if needed for safeguarding or legal reasons.	3 years
Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Parent's/Guardian's full name Address and postcode Phone number Mobile/second phone number Email address	To communicate generally about the activities of clubs. To advertise other church events. To communicate about their child/children on non-emergency matters with parents and guardians.	The data subject has given their clear consent.	Only if needed for safeguarding or legal reasons.	3 years

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Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Registers of attendance Consent forms for trips	These provide a record of attendance for fire purposes and may be used for safeguarding or legal reasons to establish attendance,	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	Only if needed for safeguarding or legal reasons.	30 years
Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Logbook of activities	To record details of what took place in the activity; this helps to monitor patterns over time and allows us to take action to improve things.	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	Only if needed for safeguarding or legal reasons.	30 years
Baby and Toddlers Sunday Club GoGos Go for It Xperience Grapevine Holiday Club	Volunteer details on worker information form	To allow activity leaders to contact volunteers and have emergency details if the volunteer needed help.	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	Only if needed for safeguarding or legal reasons.	3 years

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Baby and Toddlers	Names and addresses of former group members	To invite to Christmas and special events.	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	No.	3 years
Building team	Contact details of suppliers (where they are individuals)	To keep a record of who has done work for the church and to keep a list of suppliers for future work.	The processing is necessary for a contract with the data subject	Only with the permission of the supplier.	Permanent.
Finance team	Employee details	For the payment of salaries, expenses, taxes and pensions.	Necessary for a contract with data subject Necessary to fulfil an employment law obligation Necessary for legal advice/proceedings	For tax purposes.	Until 7 years after they leave employment
Finance team	Donor details	To claim Gift Aid and to administer donations.	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	For Gift Aid purposes.	Until 7 years after the tax year

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Services	List and contact details of speakers	To allow speakers to be contacted and booked for services.	The processing is necessary for legitimate interests pursued by Nant Coch Church or another organisation	No.	Permanent until asked to be removed.
Marriage registrar	Marriage register	As an historic record and to provide a record to Newport City Council.	The processing is necessary for us to comply with a legal obligation	To Newport City Council.	Permanent.
Baptisms	Names and dates of those baptised	As an historic record.	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	No.	Permanent.
Leadership team	Church members and regular attendees: Names Age and birthday Address and post code Phone and mobile numbers E-mail address(es) Involvement in activities Family relationships	To have a list of church members/attendees. To be able to contact those people on the list for church purposes. To help with the organisation of activities in the church.	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	No.	Permanent. For 3 years after someone leaves the church.

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Leadership team	Pastoral information	To help those providing pastoral care.	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	No.	Permanent. For 3 years after someone leaves the church.
Leadership team	Staff management and performance information	To record staff performance information.	The processing is carried out in the course of our legitimate activities	No.	3 years after employment ends
Diary	Distribution list	To share the church diary electronically.	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	No.	Permanent until asked to be removed.
Prayer Chain	E-mails and telephone numbers of those on the list.	To share matters for prayer.	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	No.	Permanent until asked to be removed.

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Prayer list	Name of church attendee	To create a list allowing people to pray for others who attend the church	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	No.	Permanent. For 3 years after someone leaves the church.
Safeguarding	Application form Self-declaration disclosure form	To assess if a candidate is suitable to work with children / young people	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	30 years
Safeguarding	Application assessment records Interview records Records of references Letters to applicants	To assess if a candidate is suitable to work with children / young people	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	30 years
Safeguarding	Records of DBS checks	To list who has had a check, the result and when.	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	30 years
Safeguarding	Records relating to safeguarding referrals	Kept as they formed part of a referral to statutory authorities.	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	30 years

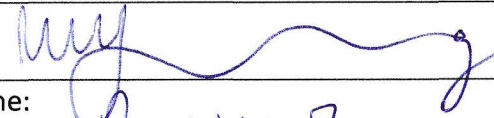
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Church activity	Data used	Process/purpose of use	Legal basis	Sharing?	Retention period
Safeguarding	Records of training attendance	To monitor our aim that everyone gets training each year.	The processing is carried out in the course of our legitimate activities	No.	30 years
First Aid	Accident book entries	To record details of accidents.	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	(for Adults) 3 years after the date of the last entry (for children) three years after the child attains 18 years
Building team	CCTV footage	For the safety and security of those using the building	The processing is carried out in the course of our legitimate activities	Only if needed for safeguarding or legal reasons.	Up to 1 year

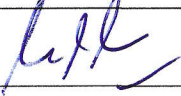
Nant Coch Church's Retention Schedule

This retention schedule will be reviewed at least every three years.
 Last update: May 2018.

Signed: 	Date: 20-5-18
Print Name: Edmund Punnor	Role: Chair of the trustees

Signed: 	Date: 19/5/18
Print Name: Ken Young	Role: Elder

Signed: 	Date: 19/05/18
Print Name: JOHN SCHNEIDER	Role: Elder

Signed: 	Date: 20/05/18
Print Name: G A SIMS	Role: Elder