

DATA RETENTION STATEMENT

Barrow Baptist Church will only store data, both in manual filing systems and electronic form, for as long as it is necessary for the purposes for which it was given. After this time all data will be securely disposed of. The table below shows how long various types of data will be held. A review of data shall be carried out annually.

The length of time for which data is stored will vary depending upon our legitimate operational purposes, insurance requirements and other statutory provisions, such as the keeping of employee records for tax purposes.

Type of data held	Length of time held for
Employee records and payroll information	6 years
Contact details of individual who is actively connected with the church	Whilst actively connected with the church and up to one year after contact has been lost
Safeguarding - records of workers	Whilst actively connected with the church
Safeguarding - incidents	Name and details of incident kept indefinitely
Parental consent forms	Whilst actively connected with the church
Parental consent forms - event	3 months after event
Pastoral information	Whilst actively connected with the church