



## DATA RETENTION POLICY

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### INTRODUCTION

This is the Data Retention Policy of King's Community Church which serves the community with various activities and also hires out conference facilities and has a coffee shop. King's Community Church is often just known as "King's" and it is that name that will be used throughout the rest of this document. We recognise that in the running of King's, we collect and process personal data from a variety of sources. This personal information is collated in several different formats and is held in both hard copy and electronic form.

### AIMS OF THE POLICY

King's will ensure that the personal data that we hold is kept secure and that it is held for no longer than is necessary for the purposes for which it is being processed. In addition, we will retain the minimum amount of information to fulfil our statutory obligations and the provision of goods and/or services, as required by the data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### RETENTION

This retention policy is a tool used to assist us in making decisions on whether a particular "piece" (e.g. document, email, image etc.) of personal data should be retained or disposed of. In addition, it takes account of the context within which the personal data is being processed and King's practices.

Decisions around retention and disposal should be taken in accordance with this policy.

Where a retention period of a specific "piece" of personal data has expired, a review should always be carried out prior to the disposal of the document. This does not have to be time-consuming or complex.

If a decision is reached to dispose of a document, careful consideration should be given to the method of disposal.

### RESPONSIBILITY

The King's Data Representative has overall responsibility (but with input from all King's Team Leaders) for keeping the retention schedule up to date to reflect changing needs and priorities at King's, new legislation and changing perceptions of risk management.

King's Team Leaders are responsible for determining (in accordance with this Policy) whether to retain or dispose of specific "pieces" of personal data..

King's Team Leaders should inform the King's Data Representative if in any doubt about minimum retention periods.

## DISPOSAL

We must ensure that personal data is securely disposed of when it's no longer needed. This will reduce the risk that it will become inaccurate, out of date or irrelevant.

The method of disposal should be appropriate to the nature and sensitivity of the documents concerned, and includes:

- non-confidential records - place in waste paper bin for disposal
- confidential records - shred documents
- computer records - deleted
- etc.

The "King's Data Mapping Record" is the document used to map all the personal data that King's processes and stores along with the purpose, lawful basis, retention period and destruction method for each "piece" of personal data. The retention period 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.

Exceptional circumstances should be reported to the King's Data Representative without delay.

Last Updated 22/3/22 by the GDPR Team