

Data Retention

How long is the data kept for?

- If a statutory requirement:
 - identify which particular section of law/regulation sets out the retention period
 - specify whether a maximum or minimum period
 - Safeguarding, Employment and Financial records retention periods are governed by law (and listed in Methodist Church retention schedules)
- Good practice – refer to Methodist Church retention schedules
- Until the individual asks their data to be removed
- As long as an individual remains in a particular role
- Data reviewed annually
- Rotas – until rota no longer in use
- Other reason (provide an explanation)

How is the data destroyed?

- Paper shredder
- Electronic deletion from laptop (both church owned and those using password protected individual PCs)
- Where data is held by more than one person – is action taken to ensure all is deleted simultaneously?
- Transferred securely to archivist
- Marriage records returned to the Registry Office
- Where PCs are sold / recycled is data deleted beforehand?
- Individuals responsible for destruction of public documents such as circuit plans
- Data on church websites (including photos) – how is data deleted from the church website/social media account?

Is any data kept by or circulated to persons outside of the Methodist Church?

1. Legal requirements:
 - Charity Commission (Trustee Declarations)
 - Registry Office (statutory requirements for marriage records)
 - Employment Records (Only as required to comply with tax purposes and to demonstrate compliance with legislation.)
 - CCTV – if required by police or for legal action
 - Licenses, Leases and Tenancies with solicitor
 - Financial info – with HMRC and Auditors
 - Safeguarding info – to social services if required
 - Wedding and Funeral info – sent to accountant for tax return
2. Archiving:
 - Minutes of Meetings and Annual reports – may be archived as public record
3. Data on church website/social media accounts or on hard copies that can be accessed at public events:
 - Photos on website
 - Facebook information
 - Notices of various kinds – made public, printed copies available, published online
 - Visitors book – open to be read
 - Church prayer lists – potentially online
 - Orders of service – potential to be circulated outside the Methodist Church

4. Groups where not everyone is a member of the Methodist Church – usually multi-denomination groups (but have regular contact with):
 - Men's group – shared within the local church community (this is with churches outside Methodist churches)
 - Some groups are led by people outside the church
 - Uniformed Organisations using the premises (Rainbows, Brownies, Guides, Rangers and most of the boy equivalents)
5. Documents which non-Methodist ministers need to see:
 - Circuit plan – to ministers from other denominations who are on the plan
6. Baptisms / Funerals / Confirmation:
 - Funeral records - Undertakers will have own records, copies for families.
 - Baptismal registers - Occasionally copies are requested of Baptism Certificates to facilitate weddings in other Christian denomination Churches.
 - Baptism and confirmation registers - Families for baptism; God parents, individuals for confirmations
 - Some churches display the name and date of baptism on a cradle roll/'First Steps' listing displayed in the church.
7. Cloud storage:
 - If computer system used for circuit plan making, then software and Cloud provider has access to the information