

IMMANUEL CHURCH, CHICHESTER

DATA RETENTION POLICY 2023

Approved by the Trustees – 10/11/2023

Data Retention Policy

This table lists documents held by Immanuel Church.

It specifies how long they should be retained in order to comply with legal and regulatory requirements, as well as to meet operational needs.

It applies to all records in whatever medium they are held (ie paper or electronic).

It specifies who should hold the original /master documents, although others may also need to hold copies.

Among the Trustees, one will be responsible for holding records and is designated Trustee(R).

	Document	Holder	Retention
Reference documents			
	Memorandum and Articles of Association	Trust Chair	Permanent
	Certificate of Incorporation	Trust Chair	Permanent
	Constitution	Trust Chair	Permanent
	Bishop's Mission Order	Trust Chair	Permanent
	Previous Governing Documents	Trust Chair	Permanent
Charity Commission and Companies House			
	Annual reports	Treasurer	Permanent
Church Operation			
	Service Record Book	Minister	Permanent
	Baptism and Confirmations Record Book	Minister	Permanent
	Membership List	Trust Chair	Permanent
Finance Related			
	Purchase Ledger	Treasurer	Current and last 6 years
	Invoices – revenue	Treasurer	Current and last 6 years
	Invoices – capital items	Treasurer	10 years
	Petty cash records	Treasurer	Current and last 6 years
	Payroll records	Treasurer	Current and last 6 years
	Annual accounts	Treasurer	Permanent
	Gift Aid declarations	Treasurer	Current and last 6 years
	Inventory of physical assets	Treasurer	Current and last 3 years
	Insurance certificates	Treasurer	40 years
	Insurance policies	Treasurer	3 years after lapse
	Claims correspondence	Treasurer	3 years after settlement
Personnel and Employment			
	Contracts of Employment (current staff and previous staff sealed)	Trust Chair	6 years after termination
	Application forms, CVs and references: successful candidates (sealed)	Trustee (R)	6 years after termination

	References for employees	Trust Chair	Permanent (safeguarding requirement)
	Application forms, CVs and references: unsuccessful candidates	Trustee (R)	6 months (EU) or 1 year (non-EU) after completion of appointment
	Personnel records (sealed)	Trustee (R)	6 years after termination
	Appraisal Records	Trustee (R)	Last 3 years
	Personnel History	Trustee (R)	Permanent
Minutes of meetings			
	Trustees' Meetings (signed masters)	Trust Chair	Permanent
	General Church Meetings	Trustee (R)	Permanent
Safeguarding			
	DBS Check Records and References	Safeguarding Officer	Permanent
	Training Records	Safeguarding Officer	Permanent
	Children's Group attendance Registers (current)	Youth Pastor	Permanent
	Children's Group attendance Registers (past)	Trustee (R)	Permanent
	Safeguarding Incident Book	Safeguarding Officer	Permanent
Health and Safety			
	Risk Assessments (current)	Health and Safety Officer	
	Risk Assessments (past)	Trustee (R)	Last 6 years
	Health and Safety Incident Reports (current and past)	Health and Safety Officer	20 years since incident
Complaints			
	Complaints Records (sealed)	Trustee (R)	6 years after closure
Other Policies and Procedures			
	Declarations of Interest	Trustee (R)	Last 6 years

Ends