

PCC of Southbourne with West Thorney Record Retention Guidelines

The PCC has decided to handle record retention in line with the guidance provided, from time to time, by the Church of England. At present this guidance is available on the Church of England's website at the following URL:

https://www.churchofengland.org/sites/default/files/2017-11/care_of_parish_records_keep_or_bin_-_2009_edition.pdf

Recognising that this document is complex and that the PCC has limited resources (volunteers and staff) this document provides a high level summary of all the major common categories of records which the PCC maintains. Generally the PCC will implement this high level policy, only making reference to the more detailed policy recommended by the Church of England in case of need.

The following table sets out the main types of record which may contain personal information (and therefore are subject to the General Data Protection Regulation) and a guideline for retention:

| Record type | Retained by the PCC until: | Final action: |
|--|--|----------------------|
| Baptism, marriage, burial, confirmation and banns registers | Transfer to Archives and Local History Service | Permanently retained |
| Electoral rolls | Most recent full review of the roll is retained for 6 years after completion | Destroy |
| Financial records | Current year records + 6 prior years | Destroy |
| Gift Aid declarations | As long as the declaration is valid + 6 years | Destroy |
| Accident reporting - adults | 20 years after the date of incident | Destroy |
| Accident reporting - children | 20 years after the date when the child in question became 18 years old | Destroy |
| Criminal Records Bureau / Disclosure and Barring Service records - clear | 6 months after decision to recruit / appoint the subject | Destroy |
| Criminal Records Bureau / Disclosure and Barring Service records - unclear / matters noted | 50 years after the appointment ceases | Destroy |
| Records of any safeguarding or child protection matter / incident | 50 years after the conclusion of the matter | Destroy |
| Personnel records | 6 years after employment ceases | Destroy |
| Routine correspondence which may contain personal information | Current year + 3 prior years | Destroy |