

# Whitchester Christian Centre

## Data Retention Policy

### 1. Introduction

Whitchester Christian Centre will store and process personal information according to the Data Protection Principles set out in the European Union's General Data Protection Regulations. These include the following data storage limitation principle:

5. Storage limitation: Personal data must be:

- kept in a form which permits identification of individuals for no longer than is necessary for the purposes for which the personal data are processed.
- subject to appropriate security measures, data may be kept longer for public interest archiving, scientific and historical research and statistical purposes.

In certain circumstances it will be necessary to retain documents to meet legal requirements and for operational needs. Document retention is also required to evidence agreements or events and to preserve information.

Additionally, data protection principles require information to be as up to date and accurate as possible. Whitchester has in place systems for the timely and secure disposal of documents that are no longer required.

### 2. Data Retention Schedule

RECORD	RETENTION PERIOD
Guest Information	3 years after most recent stay
Databases for mailing lists/distribution	Reviewed annually, out of date information deleted
Records of financial donations	6 years after most recent donation
Employee records including: contracts, time records etc	Duration of employment + 6 years
Pre-employment enquiries/applications/notes/references	6 months after completion of recruitment (unless data to be retained for a future similar opportunity)
Volunteer records:	Duration of volunteering + 6 years
Contracts	6 years following expiration
Sales and purchase records	6 years

### 3. Storage and security of personal information

Whitchester Christian Centre will strive to ensure that personal information is accurate and held in a secure and confidential environment. We will keep personal information for as long as you are a regular guest or supporter or have regular contact with us or so long as we are obliged to keep it by law or may need it in order to respond to any questions or complaints or to show that we treated you fairly. We may also keep it for statistical

purposes but if so we will only use it for that purpose. When the information is no longer needed it will be securely destroyed or permanently rendered anonymous.

### **Getting a copy of your personal information**

You can request details of the personal information which the Whitchester Christian Centre holds about you by contacting us using the contact details given below.

### **Inaccuracies and Objections**

If you believe that any information Whitchester Christian Centre holds about you is incorrect or incomplete or if you do not wish your personal information to be held or used by us, please let us know. Any information found to be incorrect will be corrected as quickly as possible.

You have the right to object to our use of your personal information, or to ask us to remove or stop using your personal information if there is no need for us to keep it. There may be legal or other reasons why we need to keep or use your data, but please tell us if you think that we should not be using it.

If we are processing your data on the basis of your explicit consent, you can withdraw your consent at any time. Please contact us if you want to do so.

### **Contact us**

You can contact us by getting in touch with the Wardens at [enquiries@whitchester.org.uk](mailto:enquiries@whitchester.org.uk) or 01450 377477.