



Retention Policy Subject Access Request Policy Data Breach Policy

The Parochial Church Council (PCC) of St Mary the Virgin, Temple Balsall

Policies designed to comply with the General Data Protection Regulation, 25 May 2018

Retention Policy

Aim: The PCC of St Mary's Temple Balsall will care for all personal data and associated papers for as long as they are needed and when appropriate will then remove that data in a safe and secure way.

Data is held on the computer and each record is reviewed with the Vicar every January and then either deleted or retained for up to five years, depending on whether there has been any meaningful connection.

Gift Aid records and financial records are retained for seven years after the last donation or transaction.

Electoral Roll information is kept for six years after which time the Parish may destroy it or may choose to store it safely.

Safeguarding records are held in perpetuity (not less than 50 years).

Information recorded on the Parish Registers will never be destroyed.

We follow the advice given in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website¹.

Subject Access Request Policy

Aim: The PCC of St Mary's Temple Balsall will ensure that data subjects may see their own records on request, generally without payment of a fee and always on production of a clear form of identification by the subject.

Information is largely on the church database, with details easily extracted. Details on other parish records will all be made available to view.

The right of data subjects to have their data corrected or deleted, will be honoured within three weeks, subject to any legal requirements (e.g. where there are financial or Gift Aid issues).

Data Breach Policy

Aim: The PCC of St Mary's Temple Balsall will act immediately any breach of data protection becomes apparent.

The Vicar and the Diocese will first be informed, as well as the data subjects and the police, as appropriate. After investigation, steps will be taken to ensure that a breach is unlikely to occur again.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact The Parish Administrator at St Mary's Church Parish Office, Temple Balsall, Knowle, Solihull, B93 0AN, email: jjones@leveson.org.uk or telephone: 01564 778022.

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/more/libraries-and-archives/records-management-guides>