



## LIGHTHOUSE COMMUNITY CHURCH

### DATA RETENTION POLICY

The following data will be kept by the church in a secure way, and will be destroyed or kept indefinitely as detailed below:-

<u>Type of Data held</u>	<u>How many years retained</u>	<u>Action after retention period</u>
Accident & Incident forms	3 years, or indefinitely if life changing injury	Destroyed/kept indefinitely
Annual Report & Accounts	Indefinitely	Kept indefinitely
Bank statements	6 full years plus current	destroyed
Contractor records	indefinitely	Kept indefinitely
DBS Records	indefinitely	Kept indefinitely
Employee records & pay	6 full years plus current	destroyed
Gift aid records	6 full years plus current	destroyed
Membership & contact details	Indefinitely or until membership is withdrawn/consent withdrawn/or death	destroyed
Oasis contact details	Indefinitely or until consent is withdrawn/long term non-attendance/death	destroyed
Room hire forms	1 year/or continuous if room booking on-going	destroyed
Photos	Indefinitely or until consent is withdrawn	destroyed