



## Data Retention Policy

At Brighton Elim Church we're committed to protecting and respecting the personal data that we handle. We have tried to make our policies as understandable as possible whilst ensuring that we include the statutory information we need to. However, if you need any help or clarification we are more than happy to talk through our policies around data protection. Please just email or speak to Garry Wight.

Under the General Data Protection Regulation (GDPR) we have set out our own guidelines for how long we retain personal data except that which is governed by statutory requirements. This does not affect a persons right to privacy and at any point, if requested, we will remove all personal data from our database except that which is bound by statutory requirements for example, employee and accounting records. For more information on the way we obtain, process and store personal data please refer to our Data Protection, Confidentiality and Privacy Policies which can be found on our [website](#). Any further information can be obtained by contacting the Data Protection Lead (Garry Wight) by email to [admin@brightonelim.org.uk](mailto:admin@brightonelim.org.uk).

Brighton Elim Church will store personal information for our Church Partners and members of our Church Community on our online database, those records will be stored for 15 months and then reviewed at the next AGM which usually falls every year in October. If all contact has been lost with a partner or member of the church community their records will be marked 'inactive' and held for 15 months before being removed from our system. Partners can request for their information to be permanently and instantly removed from our database at any point except that which is held for statutory requirements by emailing the Data Protection Lead ([admin@brightonelim.org.uk](mailto:admin@brightonelim.org.uk)).

Personal data we receive about people who access our projects will be reviewed annually and any information that has been gathered from our volunteers, guests, clients or service users who have not been active for the last 15 months will be held on our database as 'inactive' for 15 months and then removed from our system. Volunteers, guests, clients or service users can request for their information to be permanently and instantly removed from our database at any point except that which is held for statutory requirements by emailing the Data Protection Lead ([admin@brightonelim.org.uk](mailto:admin@brightonelim.org.uk)).

We will store personal data (name and email) when consent has been given to receive marketing until consent is withdrawn. Consent can be withdrawn at any point via the unsubscribe link attached to our newsletter or emailing [admin@brightonelim.org.uk](mailto:admin@brightonelim.org.uk). Contact information will then be immediately removed from our database and mailing lists. We will send reminders of how to withdraw consent annually.

Bright Elim Church employee records will be retained for 6 years after cessation of employment, this may include, but is not limited to, application forms and interview notes, all pay and pensions records, working time, grievance and disciplinary documents. Application forms and interview notes for unsuccessful job applicants will be retained for 1 year.

All financial and accounting records will be retained for 6 years.