

DATA RETENTION

What does GDPR say about data retention?

Any personal data which is retained should be adequate, relevant and limited to what is necessary for the purposes for which it is processed.

Personal data should not be kept longer than necessary in accordance with the principle of 'Storage Limitation', (page 7). Time limits should, therefore, be established by the controller for erasure or for a periodic review of all records containing personal data.

Every reasonable step should be taken to ensure that personal data which is inaccurate is rectified or deleted.

How is this applied in practice by the Archdiocese?

The subject matter of the record will determine how long the information is retained within the Archdiocese. Some of the personal data processed by the Archdiocese will be of wider historical or genealogical significance, which justifies retaining it for longer periods than would typically be associated with business transactions. There may also be instances where the sensitive or legal nature of the record itself requires the Archdiocese to store the information for an extended period. For example, all records pertaining to safeguarding are maintained for 100 years. The table below provides a quick reference for each subject matter, but if you require specific information on a retention period please contact the Diocesan office.

Subject Matter	Retention Period
Sacramental Records	Permanently
Records pertaining to the celebration and participation in Mass, events, pilgrimages and services	Routine information such as rotas and contact details will be checked intermittently and by the Parish Office on an informal basis and formally reviewed every 5 years to ensure that the data remains relevant/accurate and that processing is still necessary.
Safeguarding	This information is sensitive and is held for 100 years.
Finance & Governance including Fundraising & Donations	Determined by Company, Charity & Tax Law Specifically, we retain Gift Aid declarations and associated paperwork for up to seven years after the year to which they relate.
General church administration including information on our employees	Determined by Employment Law otherwise routine information such as diaries and timesheets will be checked intermittently by the Parish Office on an informal basis and formally reviewed every 5 years to ensure that the data remains relevant/accurate and that processing is still necessary.
Statistical and historical information	Permanently