



DATA RETENTION POLICY

This data retention policy will detail how Peterhead Baptist Church ('PBC') obtains and disposes of personal data.

Data Retention - Paper

After your personal data has been voluntarily submitted by you for processing, it will be added to our secure data store after which all paper copies of your data will be destroyed by paper shredder.

Paper documentation that contains medical information (e.g. child's consent form detailing any food allergies) will be kept in a secured document storage area. These paper documents will be reviewed on an annual basis and destroyed when no longer required.

Data Retention – Electronic

Personal data is held electronically in our secure Planning Center data store. Data is retained and processed there as part of our statutory requirements and as part of the churches ongoing work. As such, personal data records will be set to inactive when they either:

1. Reach the maximum data retention period
2. When consent for contact is no longer explicitly granted

Data Retention Schedule

Record	Retention Period
MEETINGS	
Minutes of General Meetings	Permanent
Minutes of Elders and Deacons Meetings	Permanent
Minutes of other meetings	6 years
Papers for meetings, including agendas and reports	Delete once there is no longer a need to retain these
PERSONAL DATA RECORDS	
Members	Permanent
Non-members	Three years, then renew consent (set inactive if not explicitly granted)
Children's Records	One year, then renew (retain for 6 years then set inactive if not explicitly granted)