

# **Data Retention Policy of St Felix Catholic Parish, Haverhill, Suffolk, CB9 9BP**

**As at May 2013**

## **Introduction**

To comply with the Data Protection Act 1998, the following policy describes how St Felix Parish, Haverhill will record, save and use personal data of Parishioners.

## **Collecting Data**

Personal Data will be collected by using the Parishioner Registration Form, see Appendix 1. This will be used for new Parishioners and Existing Parishioners when parishioner data is reviewed. The form will contain a statement on how the data on the form will be managed in accordance with the Data Protection Act.

## **Data Storage**

The original paper record will be stored in a locked filing cabinet. Data will be transferred to a Parish Electronic Database by the Parish Administration or a nominee from the Parish Executive Management Committee. The Electronic Database will be password protected.

## **Review Period**

The Personal Records of Parishioners will be regularly reviewed. The default period is 5 years since the previous review. The Parish Executive Management Committee may authorise a review at any time. It must be carried out within three months of the due date or from the date of the Parish Executive Management Committee Meeting when the Review was authorised.

## **Access to Data**

The Parish Priest, Parish Administration or a nominee from the Parish Executive Management Committee can have unrestricted access to the Data

Any parishioner may have access to their own records, or that of dependent children or others living at the same address. The request should be made in writing and sent to the Parish Priest.

A third Party may have access to an individual's Personal Records only with the express written permission of the Parishioner concerned and at the discretion of the Parish Priest and possible payment of a fee to be determined by the Parish Executive Management Committee.

## Amending Data

Data will be amended:-

1. When a parishioner informs the Parish of a change of circumstances, e.g. change of address, phone number etc.
2. After an error or a change of details has been identified during a regular Review
3. When an error is discovered by the Parish Priest, the Parish Data Administrator or the nominee from the Parish Executive Management Committee.

In such circumstances the paper records will with be amended or replaced, depending on the circumstances. If the record is replaced, the original will be destroyed. Electronic records will be updated and the previous record will be destroyed.

## Deleting Data

Data will be deleted when

1. A parishioner makes a formal written request for any of their own or dependent's personal data to be removed from the parish records.
2. A regular Review identifies people that are no longer members of the parish.
3. Where a record is duplicated, for example when a child leaves the family home and still resides in the parish.

## Reviewing this Policy

This policy will be reviewed on a 3 yearly basis.

Signed:\_\_\_\_\_

Parish Priest

Print Name:\_\_\_\_\_

Date: \_\_\_\_\_

Signed:\_\_\_\_\_

On Behalf of the Parish Executive  
Management Committee

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

Next Review Date .....