

Worsley Road United Reformed Church
General Data Protection Regulations (GDPR) Policy

January 2026

The Eldership (Elders) of Worsley Road United Reformed Church follows the guidance of the United Reformed Church to help compliance with the General Data Protection Regulation (GDPR) that came into force on 25 May 2018.

This policy describes how the Eldership will manage any data it holds on individuals.

Personal Data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

Data Controller

The Eldership (serving elders) of Worsley Rd United Reformed Church is the data controller they can be contacted through the Church Secretary email wrucsecretary@gmail.com. This means it decides how your personal data is processed and for what purposes.

The Elders will:-

- Respect everyone's privacy.
- Ensure that paper records are kept in a locked cupboard.
- Not disclose any personal information about an individual without first obtaining that person's consent – that includes, address, telephone number, email address, age, birthday, names of family members.
- When emailing groups of people always put their email addresses in the 'bcc' row rather than the 'To' row. This prevents an individual's email address being visible to all the recipients
- If you are sharing birthday information (age or date) about an individual with others always ask for the individual's permission first. Ideally this should be in writing.
- When mentioning pastoral concerns or praying for identifiable individuals take reasonable steps to ensure that the individual (and anyone else who may be directly or indirectly involved) is willing for this to happen.
- When minuting pastoral concerns, refrain from mentioning names and the nature of the concern.
- Prayer lists should be confidentially destroyed immediately after they have been used.
- Personal data held on laptops, data sticks and other portable electronic devices should be encrypted.
- If using cloud storage, ensure that the servers are located within the European Economic Area (EEA) and take reasonable steps to ensure security.
- Order your records – minimise what you keep.

- Check that existing and former officers/elders/committee members are not retaining their own copies of personal data in paper form or electronically. Seek their confirmation that all such data has been returned or destroyed.
- A data privacy statement will be brought to the attention of the Church Meeting and displayed on the notice board in the Church Entrance.

We retain data on the following basis in accordance with GDPR:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents and friends contact details	24 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 21.
Junior Church contacts	24 months after the last contact
Cradle roll	Indefinitely
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed of immediately after the event unless anything has occurred (eg and accident) which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21)
Complaints (non - safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Prayer Book Lists	Reviewed weekly and destroyed Immediately after the service or when any changes to the names on the list. List not to be kept longer than two weeks and must be destroyed by shredding.

Other records that may be required in the case of civil claim	
Fire/ Health and Safety Risk Assessments	5 years
Fire alarm maintenance and testing logs	5 years
Emergency lighting maintenance and testing logs	5 years
Electrical Inspection Records including PAT testing logs	Life of Building

Gas Safety Inspections record's Annual	Life of Building
Building and major refurbishment plans	Life of Building
Asbestos inspection records and management plan	Life of Building

Signed on behalf of the Elders

..... **Church Secretary:**

Print Jean C Mullineux

Date 19th January 2026

Review January 2027