

Equippers Church Data Retention

Summary of the how personal data is captured, processed and retained for use by Equippers Church. This should be read in conjunction with the Equippers Privacy Policy which can be found at <http://equippers.co.uk/privacy>

Data Type	Where is Data stored and Processed	Processing	Retention
Sunday attendees - data captured via Hello Forms	Data added to ChurchSuite and then forms destroyed Data extracted to MailChimp for processing mailings and then deleted	Data used for updates on church events – monthly updates & special events. Direct contact made in first few weeks to connect individuals to relevant ministries.	Data reviewed regularly - records removed for people who have stopped attending church and are not connected in any other way. These details are also removed from MailChimp mailing records.
eKids - Sundays: data captured on registration forms / online registration	Registration form completed at first attendance – data added to ChurchSuite Paper forms kept in file in office	Data used for updates on eKids activities and relevant church events through emails & texts	Sundays: Data is reviewed at every four months and non-participant records archived.
eKids - Events: Online registration	Registration data added to ChurchSuite. Any paper forms that are used for late registrations are destroyed after data added.	Data used for updates on eKids events and relevant church events through emails & texts	ChurchApp records are retained whilst the child is still connected to the church - child tagged as having attended the event.
Youth - data captured on registration forms / online registration	Registration form completed at first attendance – data added to ChurchSuite and paper forms deleted	Data used for updates on Youth / eKids activities and relevant church events	Data is reviewed at least annually and non-participant records deleted.
FunTots / Friday Fun / Who Let the Dads Out?	Registration form completed at first attendance – data added to ChurchSuite and paper forms deleted	Data used for updates on ministry activities and relevant church events	Data should be reviewed at least annually and non-participant records deleted.
Giving / Donor Data	Record created in ChurchSuite and Quickbooks at first donation. Physical records (giving envelopes, bank statements) kept in locked cupboard at Hub and at secure off-site storage facility.	Data used for financial tracking / Gift Aid processing, quarterly Equippers Finance updates and Impact Giving updates and to provide donation receipts for Self Assessment purposes.	Physical records are retained for the current financial year plus the previous six financial years (statutory requirement) after last donation. Data from the current year is kept on site at The Hub. Previous years are archived at a nearby secure storage facility until they're ready to be shredded.
Employee /Intern / Volunteer data	Paper records – stored in a locked cupboard in the Hub. Electronic data stored in Equippers G-Suite and ChurchSuite	Data used for the support and management of staff and volunteers.	Data retained during employment / active service and for six full financial years after leaving.

			after this period.
Event Attendees	Registration forms completed via EventBrite or ChurchSuite. Data retained in EventBrite or Church Suite	Data used for updates on the event itself and (if explicit permission has been granted) may be used for notification of future similar events run by Equipppers.	Data should be reviewed at least annually and data that is no longer required is deleted.
Community Choir	Registration form completed at first attendance – data added to Register spreadsheet and paper forms deleted	Data used for register of attendees at each meeting	Data should be reviewed at least annually and data that is no longer required is deleted.