

Data Retention Schedule

Representative of BURES BAPTIST CHURCH will only retain data for church purposes according to the following schedule.

At which point they may seek further explicit permission to retain the data on a “Church Friends” basis, or they will securely remove and destroy all records of it.

Data Collected From	Data kept until	Checking/Updating to take place
Footprints Accompanied Baby and Toddler Group	Youngest registered child turns 5	At annual Footprints leaders' meeting
Youth Club	The end of the academic year attendee turns 18	At annual Youth Club leader's meeting
Regular church attenders and members	2 years without contact with the church Attendees children will be required to provide their own consent for data use on turning 16.	Annual deacon's membership review meeting
Little Lounge	2 years without contact with the church	During annual preparation for Little Lounge
People making 'one-off' or irregular contact with the church (e.g. For funeral services, charity speakers)	2 years without contact with the church	Annual deacon's membership review meeting
Visiting Speakers	3 years without contact with the church	Annual deacon's membership review meeting