

# Mothers' Union Diocese of Peterborough

## Retention Procedure

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### 1. Scope

The retention requirements of this procedure apply to all records held by Mothers' Union Diocese of Peterborough, whether in electronic or hardcopy format.

### 2. Responsibilities

Individuals in the following roles are responsible for adhering to the following GDPR requirements:

Role	Responsibility
Diocesan President	To ensure that the collection, retention and destruction of all personal data by Mothers' Union Diocese of Peterborough is carried out according to the requirements of the GDPR.
Treasurer	To ensure that all financial records, including accounting and tax records are retained.
Health and Safety Officer	To ensure that all Health and Safety records are retained.
Secretary	To ensure that all relevant statutory and regulatory records are retained (with the exception of the aforementioned records listed above).

### 3. Procedure

The charity is required to maintain a schedule of all personal data items held by Mothers' Union Diocese of Peterborough, recording the following information:

- Record name;
- Record type;
- Original owner of personal data;
- Data classification;
- Storage date;
- Retention period required;
- Planned date of destruction; and
- Any additional information such as passwords and cryptographic keys and other means to access the data.

#### 4. Document owner

The Diocesan President is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

This policy document was approved by Mothers' Union Diocese of Peterborough's Board of Trustees and is issued by the Diocesan President ("DP") on a version controlled basis.

Name of DP: Jill Cannings

Date: 5<sup>th</sup> October 2020

#### Change history record

Issue	Description of Change	Approval	Date of Issue
1			
2			
3			