

**ADDITION to the POLICY DOCUMENT entitled,
“GDPR POLICY: CHURCH RECORDS – MANAGEMENT AND
DISPOSAL”**

Pertaining to **ELECTORAL ROLL DOCUMENTS**

THE DOCUMENTS

Paper or electronic forms are received from applicants to the Electoral Roll.
These are:

1. Application Form (mandatory)
2. Contacts Form (optional)

Electronic forms are printed and then deleted from relevant computers.
Paper forms are stored securely in the church office.

Data and subsets of data from these forms are additionally incorporated into associated electronic documents, such as spreadsheets and mailing lists.

3. Electronic Associated documents

These documents may include, but not limited to:

- a) 'Application' spreadsheet:
containing names, titles, and addresses (postal and/or email)
- b) 'Contacts' spreadsheet:
containing names, titles, addresses, telephone numbers and email.
- c) 'Names only' document:
- d) 'Mailing list' document:
containing names and email

Electronic associated documents are password protected and only stored on computers, back up devices, and portable devices that are accessible to authorised church officers.

RETENTION AND DISPOSAL OF THE DOCUMENTSⁱ

There are two main occasions when decisions are made to keep or retain paper forms and associated electronic documents,

- (i) Annual revision of the Roll (prior to the APCM)
to remove those who request it, or if they are deceased
- (i) New Roll compilation (every six years, prior to APCM)

1. Application Forms

- (i) Paper forms are 'shredded' when a member comes off the Roll.
- (ii) Paper application forms are 'shredded' at each 6-yearly New Roll compilation.

2. Contacts Forms

- (i) Anyone leaving the Roll (unless deceased) to be asked if they still wish to be in contact with St.Christophers'.
If they do, it may be retained. If they do not, it will be shredded.
- (ii) All paper consent forms are shredded at each 6-yearly compilation of a new Roll.

3. Electronic Associated documents

- (i) Annual revisions since the last, 6-yearly, new Roll was compiled are retained.
- (ii) a) Application spreadsheet , and c) Names document for the years of the last two, 6-yearly, new Rolls to be retained.

(N.B. Exceptionally, Names document may be held longer, at discretion of Electoral Roll Officer and/or incumbent, for purposes of 'qualifying connection' to St.Christophers').

- (iii) d) Mailing list document to be retained at the discretion of the incumbent and/or church wardens and administrators.

Electronic documents that are no longer to be retained are to be deleted from all relevant computers, back up, storage and portable devices.

Updated by Ann Ellis April 2022

ⁱ Records Management Guide from C of E 2009 (Care of Parish Records)