

Introduction

This document is in two sections: one on GDPR compliance, and one on data storage, retention and archiving. The contents are extracted from a master spreadsheet in file DataAudit .ods which is easier to correct and may be easier to consult.

Data and GDPR compliance

There are some general notes at the end of this document.

Data item	Further explanation	GDPR			
		Contains personal data?	Do you ask for consent?	Legal basis for processing	Fair / transparent?
Register of members and attenders	Formal membership list	yes	No	Legitimate interests; historical archiving	Fair but possibly not transparent
AM Contact Book	List of members and attenders (subset of register)	yes	Yes	Legitimate interests; Consent	Yes
Local Meeting contact lists	Subset of register, possibly different subset from contact book	yes	Yes	Legitimate interests; Consent	Yes
Donation records: Giving Forms, bank statements, CAF voucher reports		yes	Implied by completion of Giving Forms	Necessary for performance of task in exercise of official authority vested in the data controller.	Yes
Donation records: Finance spreadsheets, Gift Aid returns (some Giving forms)			Implied by completion of Giving Forms		

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Data item	Further explanation	GDPR			
		Contains personal data?	Do you ask for consent?	Legal basis for processing	Fair / transparent?
Minutes of AM	Minutes of the AM business meetings; working papers for this (draft minutes, reports, etc.)	possibly	No	Necessary for performance of task (etc), Historical archiving	Yes
Trustee Minutes	Minutes of trustee business meetings (also called Finance and Property (F&P) committee meetings); working papers for these (email records, reports, etc.)	possibly	No	Necessary for performance of task (etc), Historical archiving	Yes
LM minutes	Minutes of the LM business meetings; working papers for these	possibly	No	Necessary for performance of task (etc), Historical archiving	Yes
Other formally appointed groups & minutes	LM premises/ property committees, Elders and Overseers (Es&Os), nominations committees.	possibly	No	Necessary for performance of task (etc), Historical archiving	Yes

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Data item	Further explanation	GDPR			
		Contains personal data?	Do you ask for consent?	Legal basis for processing	Fair / transparent?
Other informal groups and interest groups (eg house groups/ bible study /art/ vigils)		address, email, phone	No	Legitimate interests	Yes
Employee data (e.g. contracts, etc.)			Yes	Necessary for compliance with legal obligations, necessary for performance of task (etc)	Yes
Employee data: Wage/salary records (also overtime, bonuses, expenses)		Financial, tax data.	No	Necessary for compliance with legal obligations, necessary for performance of task (etc)	Yes
Employee data: payroll (tax-related)		Financial, tax data.	No	Necessary for compliance with legal obligations, necessary for performance of task (etc)	Yes
Tenants data (e.g. contracts/ contacts/ Next of Kin (NOK))		Yes	Yes	Necessary for compliance with legal obligations, necessary for performance of task (etc)	Yes
Financial Accounts / Trustees Annual Report (TAR)		Yes	No	Necessary for compliance with legal obligations	Yes
Visitors Books in LMs		Yes	Yes	Legitimate interest	Yes
Marriage registers		Yes	Yes	Necessary for compliance with legal obligations	Yes
Sufferings		Yes	No	Legitimate interest	Yes

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		Contains personal data?	Do you ask for consent?	Legal basis for processing	Fair / transparent?
Event data (including with young people)		Yes	Maybe	Necessary for compliance with legal obligations	Yes
Correspondence (email and paper) not included in working papers		Yes	Sometimes	Legitimate interest	Yes
Accident books and accident records		Yes	No	Necessary for compliance with legal obligations	Yes

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Data usage, storage and archiving

Note: a row with nothing in the “Data item” column continues the description of the previous item for a different format (for example, electronic).

Data item	Further explanation	Format: Paper: P Electronic: E	Who holds?	How and where held?	How is it collected?	Why is it collected? (usage)	Who uses this?	How and where is it stored by users?	How long is it kept? Retention Decision	Archive public access conditions	Statutory or other authority	How is it destroyed?
Register of members and attenders	Formal membership list	P	AM Membership clerk		From LM or AM minutes - and LM collators?	QF&P: historical record; Statistical purposes.	AM Membership clerk and BYM; archives	Summary table	Permanent	50 year closure period	QF&P	N/A
		E	AM Membership clerk		From LM or AM minutes - and LM collators?	Statistical purposes, Tabular Statement to BYM	AM Membership clerk and BYM	Summary table; spreadsheets; database	Replaced, changed, annually.	not applicable		Digital versions are updated; some info may be removed

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AM Contact Book	List of members and attenders (subset of register)	P	AM keeper of data	Paper files; at home.	From LM submissions	General admin; contacts; pastoral care	All members and attenders	In booklet form; at home (Should not be shared with others outside AM).	Booklets produced approx every 3 years. Each should be archived.	50 year closure period		Remind Friends to destroy old booklets.

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		E	AM keeper of data	Spreadsheet, word-processing, or database files; stored on encrypted memory stick	From LM submissions	General admin; contacts; pastoral care	All members and attenders	As PDF file; on domestic PC/phone (Should not be shared with others outside AM).	Electronic master regularly updated, not archived.	not applicable		Remind Friends to erase old PDFs; Keeper of Data to erase old working files.

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Local Meeting contact lists	Subset of register, possibly different subset from contact book	P	LM Clerking teams	Paper files; at home.	From "Contact details" forms	General admin; contacts; pastoral care	Members of the Local Meetings	Paper lists; at home (Should not be shared with others outside LM).	Periodically updated - approx every 3 years? Not archived.	not applicable		Remind Friends to destroy old lists.

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		E	LM Clerking teams	Spreadsheet, word-processing, or database files; stored on domestic PC?	From "Contact details" forms	General admin; contacts; pastoral care	Members of the Local Meetings	Word-processing or PDF files; stored on domestic PC/phone? (Should not be shared with others outside LM)	Periodically updated - approx every 3 years? Not archived.	not applicable		Remind Friends to erase old electronic files; LM Clerk to erase old working files.

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Donation records: Giving Forms, bank statements, CAF voucher reports		P	LM Collectors AM Collector	Paper files; at home.	In person or by post, or email, via Giving Form	Proper recording of financial donations to BYM, AM, LM, and management of Gift Aid returns.	AM Collector		Seven years (statutory limit for tax/Gift Aid)	not applicable		Irretrievably destroy paper copies
Donation records: Finance spreadsheets, Gift Aid returns (some Giving forms)		E	AM collector	Spreadsheet, word-processing, or database files; stored on domestic PC?	From Giving Forms and bank statements		LM Collectors AM Collector, AM Treasurer & Bookkeeper, AM Examiner as appropriate	Paper Giving Forms, electronic spreadsheets, Paper/electronic bank statements, email	Seven years (statutory limit for tax/Gift Aid)	not applicable		Delete from computers

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Minutes of AM	Minutes of the AM business meetings; working papers for this (draft minutes, reports, etc.)	P	AM clerks for this meeting (working papers); AM correspondence clerk (archive copy)	Permanent, signed, record on paper; at home until archived.	At, or in preparation for, AM business meetings.	QF&P: Proper recording of Minutes of Record	Any member or attender of the AM (not working papers); restrictions on sensitive data	Paper files; at home.	Permanently Archived / historical record (working papers destroyed after c.3 years?)	50 year closure period	QF&P	Archive copy not destroyed ; domestic copies to be destroyed .
		E	AM clerks for this meeting (working papers); AM correspondence clerk (final minutes)	Word-processing files, PDF; stored on domestic PC?	At, or in preparation for, AM business meetings.	QF&P: Proper recording of Minutes of Record	Any member or attender of the AM (not working papers); restrictions on sensitive data	PDF distributed electronically; on home PC/phone	Kept while convenient for access.	not applicable		Delete from computers

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Trustee Minutes	Minutes of trustee business meetings (also called Finance and Property (F&P) committee meetings); working papers for these (email records, reports, etc.)	P	Clerk to Trustees	Permanent, signed, record on paper; at home until archived.	At, or in preparation for, Trustee Meetings	QF&P: Proper recording of Minutes of Record; Charity Commission requirements.	Any member or attender of the AM (not working papers); restrictions on sensitive data	Paper files; at home.	Permanently Archived / historical record (working papers destroyed after c.3 years?)	50 year closure period	QF&P	Not destroyed

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		E	Clerk to Trustees; trustees	Word-processing files, PDF; stored on domestic PC?	At, or in preparation for, Trustee Meetings	QF&P: Proper recording of Minutes of Record; Charity Commission requirements.	Any member or attender of the AM (not working papers); restrictions on sensitive data	PDF distributed electronically; on home PC/phone	Kept while convenient for access.	not applicable		Delete from computers
LM minutes	Minutes of the LM business meetings; working papers for these	P	LM Clerks	Permanent, signed, record on paper; at home until archived.	At, or in preparation for, Local Business Meetings	QF&P: Proper recording of Minutes of Record	Any member or attender of the AM (not working papers); restrictions on sensitive data	Paper files; at home.	Permanently Archived / historical record (working papers destroyed after c.3 years?)	50 year closure period	QF&P	Not destroyed

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		E	LM Clerks	Word-processing files, PDF; stored on domestic PC	At, or in preparation for, Local Business Meetings	QF&P: Proper recording of Minutes of Record	Any member or attender of the AM (not working papers); restrictions on sensitive data	PDF distributed electronically; on home PC/phone	Kept while convenient for access.	not applicable		Delete from computers
Other formally appointed groups & minutes	LM premise/property committees, Elders and Overseers (Es&Os), nominations committees.	P	Clerk to each group	Permanent, signed, record on paper; at home until archived.	At, or in preparation for, Meetings	Pastoral care. Proper admin of the AM	Any member or attender of the AM (not working papers); restrictions on sensitive data	E&Os & Premises Minutes: Paper Archive	Permanently Archived / historical record	50 year closure period; Es & Os 100 year closure period	QF&P	Not destroyed

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		E	Clerk to each group	Word-processing files, PDF; stored on domestic PC?	At, or in preparation for, Meetings	Pastoral care. Proper admin of the AM	Any member or attender of the AM (not working papers); restrictions on sensitive data	Member / attendees home computers.	Kept while convenient for access.	not applicable		Delete from computers
Other informal groups and interest groups (eg house groups/ bible study /art/ vigils)		P	Interest group leader, group members	Notes, minutes, 'newsletters'	LM Contact lists / AM Contact book / emails / Minutes	For the furtherance of our charitable Objects & pastoral care	Convenors / members of informal groups	Member / attendees home computers normally	Limited to the group interest; not archived	not applicable		

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		E	Interest group leader, group members	email contacts, emails	LM Contact lists / AM Contact book / emails / Minutes	For the furtherance of our charitable Objects & pastoral care	Convenors / members of informal groups	Member / attendees home computers normally	Limited to the group interest; not archived	not applicable		Delete from computers
Employee data (e.g. contracts, etc.)		P & E	Trustees via LM representative	Paper files; at home. Electronic copies on domestic PCs.	Paper forms & Email	Admin & legal obligation	Trustees; LM contacts	Payroll provider / AM Bookkeeper computers, Trustees	As long as employee in post plus 6 years. Not archived	not applicable		Delete from computers. Irretrievably destroy hard copies

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Employee data: Wage/salary records (also overtime, bonuses, expenses)		P	Employee, payroll provider		Employee contracts, timesheets, expense claims; payroll calculation..	Admin & legal obligation	Payroll provider. AM bookkeeper, Treasurer	Payroll provider / AM Bookkeeper computers, Trustees	6 years	not applicable	Taxes Management Act 1970	Irretrievably destroy hard copies
		E	Employee, payroll provider, AM treasurer, bookkeeper	PDF files, spreadsheets, stored on domestic PC.	Employee contracts, timesheets, expense claims; payroll calculation..	Admin & legal obligation	Payroll provider. AM bookkeeper, Treasurer	Payroll provider / AM Bookkeeper computers, Trustees	6 years	not applicable	Taxes Management Act 1970	Delete from computers.

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Employee data: payroll (tax-related)		P	Employee, payroll provider		Employee contracts, timesheets; payroll calculation..	Admin & legal obligation	Payroll provider. AM bookkeeper, Treasurer	Payroll provider / AM Bookkeeper computers, Trustees	Wage/ salary records (also overtime, bonuses, expenses) For tax-related records (Income tax and NI returns, income tax records and correspondence with HMRC), not less than 3 years after the end of the	not applicable	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)	Irretrievably destroy hard copies
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		E	Employee, payroll provider, AM treasurer, bookkeeper	PDF files, spreadsheets, stored on domestic PC.	Employee contracts, timesheets; payroll calculation..	Admin & legal obligation	Payroll provider. AM bookkeeper, Treasurer	Payroll provider / AM Bookkeeper computers, Trustees	For tax-related records (Income tax and NI returns, income tax records and correspondence with HMRC), not less than 3 years after the end of the financial year to which they relate	not applicable	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)	Delete from computers.

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Tenants data (e.g. contracts/ contacts/ Next of Kin (NOK))		P & E	Trustees via LM representative?		Paper forms & Email	Admin & legal obligation	Local Meeting?	AM Bookkeeper computer	Generally for the length of the tenancy & up to six years post-tenancy.	not applicable		Delete from computers. Irretrievably destroy hard copies
Financial Accounts / Trustees Annual Report (TAR)		P & E	AM bookkeeper, AM Collector, Trustees, input from LMs		By email, from Trustee Minutes & Correspondence, & paper, AM/ LM Minutes	Legal / Charities Commission obligations	Any member or attender of the Area Meeting, Accounts Examiners, Charities Commission, Friends House	Accessible on Charities Commission website. Members computers & Paper copies	Permanently	No special conditions	QF&P	Not destroyed

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Visitors Books in LMs		Paper	LM Clerking teams	Book at Meeting House or place.	Visitors invited to sign	Historical interest		Not securely	Permanently	No special conditions		Not destroyed
Marriage registers		Paper	AM registering officer	Registering officer's home	Participants invited to sign	Legal requirement			Permanently	No special conditions		Not destroyed
Sufferings		P & E	Clerk to Es and Os	Clerk's home			Elders and Overseers	In home.	Permanently	100 year closure period		Not destroyed

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Event data (including with young people)		P & E	Event organisers	Members homes; paper and PC.	From individuals attending; forms.	Legal requirement	Holders		Records relating to children and young adults until the child/young adult reaches the age of 21; not archived.	Not applicable	Limitation Act 1980	
Correspondence (email and paper) not included in working papers		P & E	Individual members; LM clerking teams	Members homes; paper and PC.	By post or email.	Admin & legal obligation	Holders		Kept for 6 years; not archived.	Not applicable		Delete from computers. Irretrievably destroy hard copies

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Accident books and accident records		P & E	LM Clerking teams	Meeting place	From those at accident	Legal requirement	Trustees	Not stored by users	Kept for 6 years; not archived.	Not applicable	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances.	

Notes:

1. If you want advice on any issues around retention of meeting records, contact the Archivist or Deputy Archivist at Library of Society of Friends on library@quaker.org.uk or on 020 7663 1135, or the current AM Custodian of Records.

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2. We have attempted to indicate the laws requiring certain retention criteria, but in critical cases proper legal authority should be consulted.
3. For other guidance see http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf
4. Also be aware that legislation affecting recordkeeping such as Data Protection law, Freedom of Information law, recruitment law, building regulations, etc. are subject to change, and that we are impacted by UK and EU legislation and regulations, therefore schedules and access to records will need to be reviewed every few years.

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