



UK registered charity 1099824

Data Retention Policy

Dated 30 April 2018

Who we are

The King's Table (Kenilworth) is an independent charity (the Charity) which is established as a limited company. The charity number is given above and the company number below. The Charity has Members who elect trustees and provide other approvals at the Annual General Meetings and grant a limited financial guarantee in the event of insolvency.

Our charitable purpose is to promote the Christian faith in Kenilworth and further afield.

We do that by running a café at 44 Warwick Road Kenilworth alongside a Christian shop. The shop is run by our wholly owned subsidiary Kings Table Trading (Kenilworth) c.i.c. so we refer to that as the Shop in this Data Retention Policy. We also operate the Charity on the streets of Kenilworth with activities such as prayer offered for healing and restoration and by attending certain local public events.

This Data Retention Policy covers both the Charity and the Shop, together referred to here as The King's Table.

You may wish to refer also to our Privacy Notice – how we use your personal information. You can find this on our website or posted up at 44 Warwick Road, Kenilworth, CV8 1HH or from The King's Table Data Protection Officer at email kingstableDPOfficer@btconnect.com.

Information Commissioner's Office

The Information Commissioner's Office provides guidance to organisations about retention of personal data which The King's Table trustees have taken into account when drafting this policy.

Contact details for Information Commissioner's Office are provided at the end of this policy.

Guiding Principles

The guiding principles are:

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.



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In practice, it means The King's Table will:

- review the length of time it keeps personal data;
- consider the purpose or purposes it holds the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and
- update, archive or securely delete information if it goes out of date.

Policy Statement

In general The King's Table keeps personal data depending on the purpose for which it was obtained and its nature. If it continues to be necessary to hold the data for one of the reasons set out in law, The King's Table will retain it for as long as that reason applies.

Certain information is retained by The King's Table for historical purposes so that the data held for these purposes may be kept indefinitely as long as it is not used in connection with decisions affecting particular individuals, or in a way that is likely to cause damage or distress. This does not mean that the information may be kept forever – it will be deleted when it is no longer needed for historical purposes.

The Trustees Annual Reports and Accounts (TAR) contain certain personal data relating to those responsible for the administration of the charity or persons involved in carrying out the activities of the charity. These reports are available online from the Charity Commission web site (details below) and will be archived indefinitely subject to review by trustees or their successors in the future.

The financial records of The King's Table are managed in password protected accounting software operated by bookkeepers appointed by the Trustees. In some cases personal data is retained necessarily on the computers of those responsible for the administration of the charity's activities and finances. This Data Retention Policy covers all such digital and physical records.



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Retention Policy

Based on the purpose for which data is retained by The King's Table, the trustees have decided that the current retention periods are appropriate:

Summary Record Description	Retention policy	Final Action
Trustees, Officers and Directors' records	Keep accurate records of current office holders. Delete former office holders from non-archived records older than 7 years. <i>Note Companies House retain indefinitely records of former directors.</i>	Such records will only be deleted when the charity ceases operations and be archived for historical purposes as described above.
Membership records	Keep accurate records of current members indefinitely. Securely delete past member data.	Such records will only be deleted when the charity ceases operations and be archived for historical purposes as described above.
Volunteer records	Keep accurate records of current volunteers in relation to their duties indefinitely. Securely delete past volunteer data.	Such records will only be deleted when the charity ceases operations and be archived for historical purposes as described above.
Employee records	Keep accurate records of current employees whilst employed. These records are shared with the charity's accountants who manage payroll and also with HMRC.	Will be deleted securely in accordance with employment legislation.
Financial records including personal suppliers and customers	The accounting software requires data to be maintained sufficient not to corrupt the historical financial records. Paper records relating to personal suppliers and customers will be archived when no longer needed.	Records archived once statutory financial accounts completed and filed. Archived indefinitely.
Credit card slips	Original card terminal paper printouts stored securely in safes in accordance with Payment Card Industry Data Security Standards. No digital records retained by the charity.	Destroyed after the end of the seventh financial year in which the transaction occurred.



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Summary Record Description	Retention policy	Final Action
Gift Aid Declarations	Stored in paper form and occasionally in digital form.	Destroyed after the end of the seventh financial year in which the last financial transaction relating to the individual donor occurred.
Photographs	Kept to further the general purposes of The King's Table and not to collect personal data on individuals. Not used subsequently once consent withdrawn and deleted.	Destroyed and deleted once no longer required or from date consent withdrawn, but prior use may be captured in previously issued items and archived records. Such records will only be deleted when the charity ceases operations and be archived for historical purposes as described above.

This policy will be reviewed regularly by trustees and at least every three years.

Contacts:

Should you have a query, request or complaint relating to your Personal Data please send your message by email to kingstableDPOfficer@btconnect.com or by letter addressed to the Data Protection Officer, The King's Table, 44 Warwick Road, Kenilworth, Warwickshire, CV8 1HH. If you prefer to approach us by telephone please use the café number 01926 854721 and ask for the number to contact the Data Protection Officer. But please note that all official requests from you to us will need to be made in writing for us to be able to respond to them properly.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Kings Table Trading (Kenilworth) c.i.c. registered address is the same as the Charity 44 Warwick Road, Kenilworth, CV8 1HH registered under company number 06256411 and contact details are the same as for the Charity.

Details about the Charity can be found on its web site at www.thekingstable.co.uk and registered information is available at the Charity Commission web site <https://www.gov.uk/government/organisations/charity-commission> using the Find a Charity option and our charity number 1099824.

Details registered with HM Government Companies House by the Charity or Shop can be found at <https://www.gov.uk/government/organisations/companies-house> using the Find



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Company Information option and entering the relevant name or company number. Enter either 4592543 for the Charity or 6256411 for the Shop.