

Focolare GB Document Retention Schedule – January 2024

Name	Retention period	Rationale for retention period
Finance - Donations & other financial transactions		
Records of donations received	6 years from the end of the financial year in which the transaction was made	Companies Act/Charities Act and HMRC
Deeds of covenant/Gift Aid declarations	6 years after the last payment made. 12 years if payments outstanding or dispute regarding the deed	Data Protection Act 1998
Records of payment receipts for participation to Focolare events e.g. Mariapolis	6 years from the end of the financial year in which the transaction was made	Companies Act/Charities Act and HMRC
Contract with customers, suppliers or agents, licensing agreements, rental/hire purchase agreements, indemnities and guarantees and other agreements or contracts	6 years after expiry or termination of the contract. If the contract is executed as a deed, the limitation period is twelve years	Limitations Act 1980
Trust deeds and annual accounts	Permanently	Companies Act, Commercial, Pensions Act
Employer Liability insurance certificates	40 years	Employers' Liability (Compulsory Insurance) Regulations 1998
Finance - Employment		
Payroll documentation (including pension records, P60s etc.)	6 years plus current year	Taxes Management Act
Personnel files and training records (including relevant details of an employee's disability)	Maximum 6 years after the employment ceased	Limitations Act 1980 and Data Protection Act 1998
Redundancy details, calculations of payments, refunds, notifications to the Secretary of State	6 years after employment has ceased	Best practice
Records relating to working time	2 years from date on which they were made	The Working Time Regulations
Statutory Maternity Pay records, calculations, certificates or other medical evidence	3 years after the end of the tax year in which maternity period ends	The Statutory Maternity Pay Regulations

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Statutory Sick Pay records, calculations, certificates, self-certificates	3 years after the end of each tax year for Statutory Sick Pay purposes	Statutory Sick Pay (General) Regulations
Applications forms and interview notes (for unsuccessful candidates)	6 months to a year	Equality Act 2010 One year limitation for defamation actions under Limitations Act
<p><i>For other Financial documents – consult:</i> https://www.buzzacott.co.uk/insights/retention-of-accounting-records-and-other-corporate-records</p>		
Communication - Focolare News & Events		
Registration sheets to day and residential events, including online events (adult records) <u>NB - for children / young people events - see Safeguarding section</u>	3 years after the event.	Organisation procedures
Email communication / enquiries regarding Focolare activities and events	In the absence of further contact with an individual, any emails from/to that person to be deleted after 7 year of receipt.	Organisation procedures
Complaints (not involving safeguarding issues)/ feedback/ comments from an event	In the absence of further contact with an individual, to be deleted after 7 year.	Organisation procedures
Safeguarding		
<p><u>Cases/situations that although reported to the Focolare Movement, do not involve case management by the Movement.</u></p> <p>All records relating to enquiries and actions in respect of individuals that are referred to other organisations where there is no ongoing safeguarding case management role for the Movement. These might include allegations against individuals in different organisations and members who require welfare support from statutory authorities.</p> <p>All records relating to enquiries and actions in respect of individuals that are</p>	<p>1 year or for as long as necessary to respond to any ongoing queries e.g. from the authority that the information has been passed to, if this is later.</p> <p>A summary record including date, name of individual, and action taken is to be retained indefinitely.</p>	<p>The person against whom allegations have been made holds no role within the Movement, either as a member or an adherent. If referred to another body, they will hold their own more detailed safeguarding record. The summary record is retained to demonstrate that the referral was received and acted on.</p>

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<p>referred to other organisations and there is no ongoing safeguarding case management role for the Church. These might include allegations against individuals in different denominations and parishioners who require welfare support from statutory authorities.</p>		
<p><u>All records relating to information about an individual referred to the safeguarding officers that does not constitute a safeguarding matter or require any ongoing action.</u></p>	<p>A summary record including date, name of individual, and action taken is to be retained indefinitely where the person concerned is a Focolare consecrated member and for 1 year for all others.</p>	<p>The information does not constitute a safeguarding matter or require any further action. The summary record is retained to demonstrate that the information was received and considered.</p>
<p><u>Case files (involve case management by the Movement) in the name of alleged perpetrator that are likely to include, but not restricted to:</u></p> <ul style="list-style-type: none"> • Letters/emails/texts/other electronic messaging sent and received • Case recording log • Chronology of significant events • Case summaries (excluding final summary when main file records are being deleted) • Minutes of meetings • Legal and restricted information which must be kept in a separate section of the file. 	<p>For Focolare consecrated members, 85 years from date of birth, or date of death if later. A summary record of the case file will be retained indefinitely.</p> <p>For all other categories of involvement e.g., volunteers, gen, adherents, 25 years from the date their role ceases or at least 6 years after the date of death of the accused person if this is sooner. At the end of these retention periods, a summary record of the case file will be retained until the 85th birthday of the accused person.</p> <p><i>The summary record should include:</i></p> <ul style="list-style-type: none"> • Name of accused: • DOB: • DOD: • Role: • Date of joining the Focolare Movement: • For a consecrated member, different 	<p>Consecrated members generally have a lifelong relationship with the Movement and have vicarious liability for their actions whilst within the Movement, even after they have left the Movement. We know that people often do not share about alleged abuse for many years after it is said to have occurred. For these reasons, full case files concerning consecrated members are to be kept until the accused person's 85th birthday or death if later, and summary files are to be kept indefinitely.</p> <p>In respect of other roles, the Limitation Act 1980 provides for a limitation period of 3 years for personal injury claims from the date of the incident, or from the claimant's 18th birthday if the incident occurred prior to that date. However, Judges have an</p>

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	<p>moves within the UK/abroad if known:</p> <ul style="list-style-type: none"> • Summary of safeguarding issues/convictions etc: • Record of DBS checks/other checks (e.g. testimonials): • Summary of actions taken by the Movement: • Name of alleged victim(s): • DOB of alleged victims: 	<p>unfettered discretion under the Limitation Act to allow a claim to proceed outside of these timescales. We know that people often do share about alleged abuse for many years after it is said to have occurred. For this reason, we keep full files until 25 years after the role ceases and summary files until the 85th birthday of the accused person.</p>
<p><u>Event/activity related records. Records are likely to include but are not restricted to:</u></p> <ul style="list-style-type: none"> • Parental Consent Form for an activity (may include consent to use photos/recordings) • Session Register (recording sheet) • Risk Assessment Part A • Risk Assessment Part B * incl. Incident report form 	<p><u>Parental Consent Forms, Session Registers and Risk Assessment Part A & Part B with no incidents</u> - 6 years after the event.</p> <p><u>Risk Assessment PART B:</u></p> <ul style="list-style-type: none"> - Incident involving an adult – 6 years from date of incident being reported. - Incident involving a child – 26th birthday. 	<p>Limitation period both for Data Protection and for copyright claims – 6 years.</p> <p>Records need to be kept in case of incidents occurring at events. The general limitation period for personal injury claims is 3 years from the date of incident, or 3 years from a child’s 18th birthday, if a child has been injured. Note: incidents may not be reported contemporaneously. Because of the requirements from the ICO, retention is extended to 6 years.</p> <p>Children: NSPCC guidance March 2018.</p>
<p><u>Volunteers related files and records. Records are likely to include, but are not restricted to:</u></p> <ul style="list-style-type: none"> • Electronic entries on the CSSA DBS Database 	<p>10 years after an event or person leaves their role.</p> <p>**Existing ID verification (DBS 3) forms can be destroyed when a new form is completed.</p>	<p>We know that people often do not share about concerns or abuse for many years after it is said to have occurred. For this reason, we retain records on volunteers and safeguarding roles for a 10-year period after they leave their role, or at least</p>

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<ul style="list-style-type: none"> • Volunteer registration form, DBS application forms**, including self-declaration (DBS4) form*** • Blemished DBS Disclosure risk assessment form • Code of conduct / written agreement for volunteers which indicates that they have read and understood their job description and agree to adhere to the Movement's safeguarding procedures • References / Testimonials of suitability 	<p>***Existing self-declaration (DBS4) forms can be destroyed when a new Disclosure application has been completed and any queries about Disclosure content and prior self-disclosure have been resolved.</p> <p>Once a recruitment (or other relevant) decision has been made, do not keep certificate information for any longer than is necessary e.g. to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access must prevail.</p>	<p>6 years following death if this is sooner.</p>
<p>Information security incident records (data breach)</p>	<p>6 years after date of incident</p>	<p>Data Subjects affected by an information security breach have up to 6 years from the date of the breach to bring a claim.</p>
<p>Health and Safety</p>		
<p>Incident/accident reporting records</p>	<p>Last entry:</p> <ul style="list-style-type: none"> - Incident involving an adult – 3 years from date of incident being reported - Incident involving a child – 26th birthday 	<p>Insurance claims period, see above Risk Assessment Part B. NSPCC guidance March 2018.</p>
<p>Other communication items, photos/recordings</p>		
<p>Personal experiences (including video records)</p>	<p>Once used for the agreed purpose, with prior obtaining of consent, some experiences will be stored in the New City Archive permanently or historical purposes.</p>	<p>Archives - for historical purposes</p>

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	Copies of the same stored in other devices should be destroyed 3 years after the event.	
Parental Consent to use of images, voice or video recording of children / young people (not included in consent for activity). 'Opt-Out' requests from adults.	3 years after the event.	Organisation procedures
Actual photos, images, voice or video recordings	Once used for the agreed purpose, a selection will be made and only a few items from an event will be stored in the Focolare GB OneDrive cloud and/or New City Archive permanently for historical purposes. Copies of the same stored in other devices should be destroyed 3 years after the event.	Archives - for historical purposes

Note 1: The Finance section has been sourced from Buzzacott guidance (2020. Last accessed: November 2023) <https://www.buzzacott.co.uk/insights/retention-of-accounting-records-and-other-corporate-records> .

The Safeguarding Section has been adapted from Catholic Safeguarding Standard Agency (version October 2021. Last accessed: November 2023) - www.catholicsafeguarding.org.uk . When the retention period is different from the original the reason for the change is stated on this document.

Note 2: Under data protection law (Data Protection Act 1998 and UK GDPR), personal data should be kept for no longer than is necessary for the purpose for which it is held. However, data protection law does not contain any prescriptive time limits for holding personal data. The table above sets out the retention periods for each type of information which has been agreed by the Trustees and Directors of The Focolare Trust and Mariapolis Ltd.