



Diocese of Arundel & Brighton Gift Aid Retention & Disposal of Documentation Policy

INTRODUCTION AND BACKGROUND

This policy reflects the GDPR changes that were implemented on 25th May 2018 and details how Gift Aid documentation must be handled both prior and after that date.

GIFT AID DOCUMENTS RECEIVED PRIOR TO 25TH MAY 2018

<u>ACTIVITY</u>	<u>PROCESS</u>	<u>RETENTION/DESTRUCTION</u>
Gift Aid Declaration Forms (GAD)	Check each donor has a pdf copy of their GAD on the GiftWise system. If not, the local copy should be uploaded in pdf format to the record in the GiftWise system.	Destroy by shredding any copies you may have retained for your records.
Standing Orders	All standing orders should have been sent to the appropriate bank when received.	Destroy by shredding any copies you may have retained for your records.
One-Off Donation Envelopes of £20.01 and over	All 'yellow and other' envelopes should have been sent to Bishop's House when the donations were received.	Destroy by shredding any copies you may have retained for your records.
Aggregated Claims: One-Off Donation Envelopes of £20.00 and less	All aggregated claims should have been sent to Bishop's House when the donations were received.	Destroy by shredding any copies you may have retained for your records.
Correspondence from Donors: letters, notes, emails etc.	All critical correspondence relating to the current and previous six years Gift Aid claims (as described in Appendix 8 of the GiftWise handbook) must be uploaded in pdf format and attached to the donor record held in the GiftWise system.	Destroy critical and non-critical correspondence by shredding as soon as successfully scanned. Delete emails.
Electronic Files: mainly but not exclusively Excel and Word files together with working papers	All such files for the current and previous six years must be identified. Contact Bishop's House and agree the security measures to be used in transferring these files to them.	Once Bishop's House has confirmed receipt of these items, delete all files.
Ledgers and other documents used in the manual compilation of Gift Aid Claims	All such items for the current and previous six years must be identified.	Any documents over 7 years old should be destroyed by shredding. All other documents and books, contact Bishop's House to arrange collection for storage.
Weekly and Special Donation Envelopes	All envelopes must be retained for the current tax year. A one month sample for the preceding six years must be retained.	Following the end of each tax year only a one month sample of donation envelopes should be retained and the one month sample over six years old is to be destroyed.



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GIFT AID DOCUMENTS RECEIVED AFTER 25TH MAY 2018

<u>ACTIVITY</u>	<u>PROCESS</u>	<u>RETENTION/DESTRUCTION</u>
Gift Aid Declaration Forms (GAD)	All GADs must be scanned in pdf format and attached to the donor record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Standing Orders	All standing orders that you receive must be scanned in pdf format and attached to the record held in the GiftWise system.	Mail the standing order to the donor's bank, some donors will send their standing order directly to their bank.
One-Off Donation Envelopes of £20.01 and over	All 'yellow and other' envelopes must be scanned in pdf format and attached to the donor record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Aggregated Claims: One-Off Donation Envelopes of £20.00 and less	All aggregated claims must be scanned in pdf format and attached to the donor record held in the GiftWise system.	Destroy by shredding as soon as successfully scanned.
Correspondence from Donors: letters, notes, emails etc.	All critical correspondence (as described in Appendix 8 of the GiftWise handbook) must be scanned in pdf format and attached to the record held in the GiftWise system.	Destroy critical and non-critical correspondence by shredding as soon as successfully scanned. Delete emails.
Electronic Files: mainly but not exclusively Excel and Word files together with working papers	All information should be recorded and processed on the GiftWise system only.	These files may no longer be held on a Gift Aid Organisers personal PC and should be deleted.
Weekly and Special Donation Envelopes	All envelopes must be retained for the current tax year. A one month sample for the preceding six years must be retained.	Following the end of each tax year only a one month sample of donation envelopes should be retained and the one month sample over six years old is to be destroyed.

Any queries regarding the retention or disposal of the above please direct via:

Email: Giftaid@bishops-house.co.uk

Telephone: 01273 859705