

Gorse Hill

BAPTIST CHURCH

CRICKLADE ROAD
SWINDON
WILTSHIRE
SN2 1AA

Tel: 01793-534193

www.ghbc.org.uk

Charity Registration No: 1127294

GHBC Data Register

Last Reviewed: May-20

Activity	Activity Purpose	Data Held	Reason	Access	Storage	Retention
Hall Lettings	Hiring out the church building both for monetary or non-monetary gain.	Email	For contacting hirer and billing purposes.	Activity Leader Only	Home computer with password / email / phone.	Length of Hire Agreement
Hall Lettings	Hiring out the church building both for monetary or non-monetary gain.	Addresses and Telephone	For contacting hirer and billing purposes.	Activity Leader Only	Home computer with password / email / phone.	Length of Hire Agreement
Hall Lettings	Hiring out the church building both for monetary or non-monetary gain.	Names	For contacting hirer and billing purposes.	Activity Leader Only	Home computer with password / email / phone.	Length of Hire Agreement
Hall Lettings	Hiring out the church building both for monetary or non-monetary gain.	Compliance Statements	Agreement to policies.	Activity Leader Only	Home computer with password / email / phone.	Length of Hire Agreement
Hall Lettings	Hiring out the church building both for monetary or non-monetary gain.	Usage Dates	Agreement to policies.	Activity Leader Only	Home computer with password / email / phone.	Length of Hire Agreement
Luncheon Club	To serve a lunch every Tuesday / and hold regular special events.	Names, Addresses and Telephone Number	To contact people if absent or ill.	Luncheon Club Team	Paper locked in Cupboard @ Church & In Safe at Manse during Covid Outbreak	12 months
Luncheon Club	To serve a lunch every Tuesday / and hold regular special events.	Date of Birth	To celebrate birthdays together, especially milestones.	Luncheon Club Team	Paper locked in a file / at home locked	12 months
Luncheon Club	To serve a lunch every Tuesday / and hold regular special events.	Food Allergies / Preferences (Unable to eat)	So that people don't become ill from eating foods.	Main Cooks	Paper locked in a file / at home locked	12 months
Luncheon Club	To serve a lunch every Tuesday / and hold regular special events.	Medical Problems (esp. diabetes)	So that we are aware of possible dangers.	Luncheon Club Team	Paper locked in a file / at home locked	12 months
Luncheon Club	To serve a lunch every Tuesday / and hold regular special events.	Emergency Contact Number	In Case of Illness	Luncheon Club Team	Paper locked in a file / at home locked	12 months
Safeguarding / DBS	DBS	Full Name, Address, Telephone Number	DBS Application	Safeguarding Team of 4 persons	DBS website password protected.	3 years
Safeguarding / DBS	DBS	Email, Date of Birth, Information for verifying the DBS e.g. Passport Number	DBS Application	Safeguarding Team of 4 persons	DBS website password protected.	4 years
Safeguarding / DBS	DBS	Disclosures		Team Leaders, Minister, Family Contact Point	Safeguarding Locker	7 years
Gift Aid	To claim Gift Aid from donations to the church.	Name, Address	To record giving and claim tax back.	Team Leader, Treasurer	Computer Files, Paper Copies	7 years
Gift Aid	To claim Gift Aid from donations to the church.	Giving Amounts, Dates	To record giving and claim tax back.	Team Leader, Treasurer	Computer Files, Paper Copies	8 years
Pram Club	Toddler Group	Name	Register of Attendees	Pram Club Leaders	Paper copies in file stored in shutter cupboard	School Year
Pram Club	Toddler Group	Date of Birth	Know age and give cards	Pram Club Leaders	Paper copies in file stored in shutter cupboard	School Year
Pram Club	Toddler Group	Telephone Number	To register for emergency contact.	Pram Club Leaders	Paper copies in file stored in shutter cupboard	School Year
Pram Club	Toddler Group	Allergies etc	Snack Time	Pram Club Leaders	Paper copies in file stored in shutter cupboard	School Year
Kidzone	To teach children in the church about christianity and the bible	Names	Fire Register / Register each week	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)
Kidzone	To teach children in the church about christianity and the bible	Allergies	Serve Food / Craft Activities	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)
Kidzone	To teach children in the church about christianity and the bible	Medical Conditions	To avoid causing a medical issues / aggravating a condition	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)

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Kidzone	To teach children in the church about christianity and the bible	Date of Birth	For moving between classes	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)
Kidzone	To teach children in the church about christianity and the bible	Photo Permissions	For internal use only e.g. crafts	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)
Kidzone	To teach children in the church about christianity and the bible	Permission to Leave on their own	So parents agree they can leave on their own	Kidzone Leaders	In Locked Cupboards, upstairs and office	Duration of time in Kidzone (up to 13 years)
Stewarding	Welcoming people to church services	Name	Creation of Rota	Team members, open on notice board.	Electronically and paper based.	1 year
Stewarding	Welcoming people to church services	Email Address	Distribution of Rota	Team Leader	Electronically	Immediately erased on leaving team
Preparing Counting Rota	Count and pay in church offerings.	Names, Email Addresses	To send out rota of people counting.	Team Leader (and Partner)	On computer.	As long as people are on rota (~6 months).
Band of Brothers		Names	To promote events	Team Leader	Home Computer with Password	Till I stop leading BOB
Band of Brothers		Email Address	To promote events	Team Leader	Home Computer with Password	Till I stop leading BOB
Band of Brothers		Phone Numbers	To promote events	Team Leader	Home Computer with Password	Till I stop leading BOB
Holiday @ Home	Providing 4 days of activities for people over 50yrs during the summer holidays, including day trip via coach.	Name	Need to know how many people are coming each day.	Holiday @ Home Team.	Paper (Book), Register and Spreadsheet on Computer.	Duration of Holiday @ Home Activity.
Holiday @ Home	Providing 4 days of activities for people over 50yrs during the summer holidays, including day trip via coach.	Address	Collection or to take them home	Holiday @ Home Team.	Paper (Book), Register and Spreadsheet on Computer.	Duration of Holiday @ Home Activity.
Holiday @ Home	Providing 4 days of activities for people over 50yrs during the summer holidays, including day trip via coach.	Emergency Contact Number	If unwell, need to contact family or neighbour etc.	Holiday @ Home Team.	Paper (Book), Register and Spreadsheet on Computer.	Duration of Holiday @ Home Activity.
Holiday @ Home	Providing 4 days of activities for people over 50yrs during the summer holidays, including day trip via coach.	Food Allergies	Provide a meal for attendee each day.	Holiday @ Home Team.	Paper (Book), Register and Spreadsheet on Computer.	Duration of Holiday @ Home Activity.
Flourish	To invite ladies aged 16+ to events to deepen friendships and encourage spiritual growth.	Email		Flourish Team Members	Chruch Email Distribution system.	Until they leave the church.
Schools Ministry	To provide local school children with the opportunity to visit a place of christian worship to learn about christian festivals and symbols. To provide year 6 pupils with support in transferring to secondary school.	Names and school email addresses of relevant teachers	To invite schools to attend and communicate with them necessary information	Team Members	Email	2 years
Schools Ministry	To provide local school children with the opportunity to visit a place of christian worship to learn about christian festivals and symbols. To provide year 6 pupils with support in transferring to secondary school.	Names of suppliers - printing and products and email address	To be able to reorder.	No	Email	2 years
Schools Ministry	To provide local school children with the opportunity to visit a place of christian worship to learn about christian festivals and symbols. To provide year 6 pupils with support in transferring to secondary school.	Phone Numbers of above (work numbers)	To make arrangements.	Publicly available on school / company websites.	Phone Conatacts	2 years
The Bridge Language Class	To provide English language teaching to speakers of other languages.	Name, Email, Address, Phone, Number of Students	To contact students	Team Leader	Online - Dropbox. Paper register in class storage box.	1 year after the student leaves the class
The Bridge Language Class	To provide English language teaching to speakers of other languages.	Assessment Material for Individual	To tailor teaching to suit students	Team Members and supporters if necessary	In class storage box	1 year after the student leaves the class
CAP Money	To provide practical help in managing finances through a 3 session course.	Course attendees Names, Email Addresses, Phone Numbers	For contact before, during and after the course to present course properly.	Only GHBC coaches trained by CAP	On a password protected computer at home or hardcopy securely kept at home.	2 years

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CAP Money	To provide practical help in managing finances through a 3 session course.	Course Coaches Names, Email Addresses, Phone Numbers	For contact before, during and after the course to present course properly.	GHBC coaches trained by CAP and CAP members	On a password protected computer at home or hardcopy securely kept at home.	Length of Service to CAP Money Club
CAP Group Services	Exploring the potential to establish a CAP Group Service as part of GHBC ministry	Names, Email Addresses & response to availability questionnaire	To contact in relation to establishing a Team	Jonny Murphy and shared with Steve R & as appropriate	At home on a password protected computer	Until the need for this exploration activity has been superceded by establishing a CAP group Service
Care Team	To provide pastoral care to those in-touch with the church	Names, Addresses, Telephone Numbers and email addresses.	Pastoral Care	Pastoral Care Team	Airtable.com database	until review reveals non-attendance
Church Attendees	Religious Service	Names, Addresses, Telephone Numbers and email addresses where permission given	To allow social contact and requests for help	Church attendees making a request	Paper copies	Until new version available
Church Attendees	Religious Service	Names, Addresses, Telephone Numbers and email addresses where permission given	To allow social contact and requests for help	Church attendees issued with website login	Airtable.com database	until review reveals non-attendance
Deacons	Management of church attendees and those in touch with the church	Names, Addresses, Telephone Numbers and email addresses.	Membership records	Deacons, Admin Secretary	Airtable.com database	until review reveals non-attendance
Deacons	Management of church attendees and those in touch with the church	Contact form completion, email permission, photo permission	Management of email lists and use of photos	Deacons, Admin Secretary	Airtable.com database	until review reveals non-attendance
Deacons	Management of church attendees and those in touch with the church	DBS date and result	To ensure volunteers have suitable background checks	Deacons, Admin Secretary	Airtable.com database	until review reveals non-attendance
Deacons	Management of church attendees and those in touch with the church	Activity involvement	To monitor who is helping where	Deacons, Admin Secretary	Airtable.com database	until review reveals non-attendance
Deacons	Management of church attendees and those in touch with the church	Gifting Potential	To develop attendees to provide leadership and support to church activities	Deacons, Admin Secretary	Airtable.com database	until review reveals non-attendance
Website	Provide information about the church to attendees	Names and email addresses	To enable emails to be sent to the correct audiences	Authorised people only	Website	Until unsubscribed
Photos	Provide photos for publications	names of those who can't have their photo taken names of those whose photo can't be used	to prevent use of images without permission	Authorised people only	Google Drive	until review reveals non-attendance
Friday Night Fun	Youth Club for Children in School years 7-11	Names of Children in attendance	To form an attendance Register for H&S purposes and to plan lessons	FNF Team Members	On Paper in locked cupboard at Church	Duration Of Academic School Year (Sept- Aug)
Friday Night Fun	Youth Club for Children in School years 7-11	Names, Addresses and Telephone Number of Guardians	For Emergency Contacts	FNF Team Members	On Paper in locked cupboard at Church	Duration Of Academic School Year (Sept- Aug)
Friday Night Fun	Youth Club for Children in School years 7-11	Allergies of Children attending	To avoid causing allergic reaction during activities	FNF Team Members	On Paper in locked cupboard at Church	Duration Of Academic School Year (Sept- Aug)
Friday Night Fun	Youth Club for Children in School years 7-11	Known Medical Conditions	To prepare for emergencies	FNF Team Members	On Paper in locked cupboard at Church	Duration Of Academic School Year (Sept- Aug)
Creche	To Provide Childcare for Children of Church attendees up to Primary School age	Weekly Attendance Register	Attendance Register for H&S and Safeguarding purposes	Crech Team Members	On Paper inside Locked Cupboard at Church	3 months
Creche	To Provide Childcare for Children of Church attendees up to Primary School age	Name, Address and Telephone Number of Guardian	For Emergency Contacts	Crech Team Members	On Paper inside Locked Cupboard at Church	For as long as child is attending Creche
Creche	To Provide Childcare for Children of Church attendees up to Primary School age	Allergies and Dietary Requirements	To avoid casuing allergic reactions	Crech Team Members	On Paper inside Locked Cupboard at Church	For as long as child is attending Creche
Creche	To Provide Childcare for Children of Church attendees up to Primary School age	Known Medical Conditions	To prepare for emergencies	Crech Team Members	On Paper inside Locked Cupboard at Church	For as long as child is attending Creche
Facilities	Maintain the Church Building	Names & Contact details for Suppliers	To contact Suppliers necessary	Facilities Team Leader	On Home Computer, password protected	As long as are supplier-reviewed every 5 years and destroyed as appropriate

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Fun & Fellowship	Regular monthly meeting for the over 50s for fellowship and spiritual content	Names, addresses and telephone numbers of those who chose to give them	To be kept in contact with and updated reminded about events	Team leader	On paper, at home in a locked drawer	For as long as attendng