

Gorse Hill

BAPTIST CHURCH

CRICKLADE ROAD
SWINDON
WILTSHIRE
SN2 1AA

Tel: 01793-534193 (24hr answer phone)

www.ghbc.org.uk

Charity Registration No: 1127294

The Data Register

Last reviewed: 4 Dec. 14

Activity	Data Types	Why held	Where Kept	Refresh Rate
Badminton+	None	None	None	none
Birthday scheme	Name DoB (without year)	Administration	Paper @ Home	On joining/leaving
Children's Friday Club	Name Parent Permission Address School DoB Emergency contact Allergies	Registration/ Follow-up	Computer @ home paper@church	Refresh at start of year Old forms shredded by Oct half term
Children's holiday club	Name Address Doctor	Registration/ Follow-up	paper@home	Shredded at end of activity
Crèche	Name Child Name	Registration	Paper @ church	Shred after use
English	Name Phone Email Level of English Attendance	Registration/ Follow-up	Spreadsheet @ home	@start of following year
Finance	Gift Aid declarations Name Address Bank statements Payee Amount Donor, date gift amount, fund(s) HMRC/Pension/ Employee data Employee expense data	To claim tax refund Financial requirements To claim tax refund Financial requirements Financial requirements	Paper&Access/ Excel@home Paper@church	Kept for 7 Years, legal requirement

Minister: Rev Steve Robinson, 130a Whitworth Road, Swindon, Wilts SN25 3BJ. Tel: 01793-527529. Email: pastor@ghbc.org.uk

Secretary: Brian Watts, 30 Hatherall Close, Stratton St Margaret, Swindon, Wilts, SN3 4LQ. Tel: 01793-828672. Email: secretary@ghbc.org.uk

Treasurer: Paul Blackford, 6 Home Close, Chiseldon, Swindon, Wilts, SN4 0ND. Tel: 01793-740107. Email: finance@ghbc.org.uk

Activity	Data Types	Why held	Where Kept	Refresh Rate
Friday Night Fun	Registration: Name Emergency Contact	Registration	Paper@Church	Refreshed at start of year Shred on leaving
	Trip info: Name Emergency Contact	Registration	Paper	Shred after trip
Iron Division & Bloom	Trip info: Name Emergency Contact Allergies/Medical	Registration	Paper	Shred after trip
Kettle's On	None	None	None	None
Kids zone	Name Address Allergies Photo DoB	Registration/ Follow-up	Paper @ class	Start of year
Ladies outreach	None	None	None	None
Lunch Club	Name Address DoB Phone Allergies Food Preferences	Registration/ Follow-up	Paper @ home	Delete when attendance stops Updated yearly
Men's outreach	Name Email Phone	News/mates	Gmail Contacts	On email send Delete on request
Pram Club	Name Child Name Child DoB Address Phone Allergies	Registration/ follow-up	Paper @ church	Shred on leaving Start of term
Presence magazines	None	None	None	None
Re-create	Name Child Name	Registration	Paper	Shred at end of day
	Contact details: Child Parent Email Address Phone	Follow-up	computer@home Paper@home	Delete on request
Safeguarding - CRB	Name CRB reference	Reference	Paper @ church Spreadsheet @ home	On change of data
Schools outreach	None	None	None	None

Activity	Data Types	Why held	Where Kept	Refresh Rate
Vulnerable Adults	None	None	None	None
Website	Name Email Password	News	ISP	Delete on request or name un-usable