

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 Nov-23

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.	Keeps some details as some hirers return at a later date
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.	as above - they may require 'the same room for example
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.	as above - they may require 'the same room for example
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.	as above - they may require 'the same room for example
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.	as above - they may require 'the same room for example
Luncheon Club	to serve a lunch evry Tuesday/& to hold regular special events.	Names, Addresses and Telephone Number	To contact people if absent or ill.	Luncheon Club Team	Paper locked in Cupboard @ Church	12 months
Luncheon Club	To serve a lunch every Tuesday / and to hold regular special events.	Date of Birth	To celebrate birthdays together, especially milestones.	Luncheon Club Team	Paper locked in Cupboard @ Church	12 months
Luncheon Club	To serve a lunch every Tuesday / and to 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 Cupboard @ Church	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 Cupboard @ Church	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 Cupboard @ Church	12 months
Safeguarding / DBS	DBS	Full Name, Address, Phone & DoB	DBS Application	Safeguarding Team of 4 persons	DBS website password protected.	
Safeguarding / DBS	DBS	Information for verifying the DBS e.g. Passport Number	DBS Application	Safeguarding Team of 4 persons		
Safeguarding / DBS	DBS	Disclosures		Team Leaders, Minister	DBS certs sent to each individual. Church does not store any.	
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/address /email	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	First names & forms completed by parents	Fire Register /forms for photo permissions/allergies/medical info where relevant	Kidzone Leaders	In Locked Cupboard Upstairs	Duration of time in Kidzone (up to 13ys)
Kidzone	To teach children in the church about Christianity and the bible	Allergies	Serve Food / Craft Activities	Kidzone Leaders	In Locked Cupboard Upstairs	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 Cupboard Upstairs	Duration of time in Kidzone (up to 13 years)
Kidzone	To teach children in the church about Christianity and the bible	Date of Birth	For moving between classes	Kidzone Leaders	In Locked Cupboard Upstairs	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 Cupboard Upstairs	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 Cupboard Upstairs	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 on rota
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	
Band of Brothers		Phone Numbers	To promote events	Team Leader	Home Computer with Password	
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Name of child attending	Registration, publicity of club and events, safety and emergency issues, attendance, birthdays	Team Leader & Children & Youth Worker	Held electrically - password protected	Annual renewal (if renewal is late due to sporadic attendance, retain for a reasonable but limited time, to allow publicity, birthday cards and renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games,	Date of Birth of child	Registration, birthday greetings, ageing-out at top end of age range	Team Leader/Safeguarding team (as needed)	Held electronically - double password protected	Annual renewal (see above re late renewal)

	crafts and bible stories.					
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Address of child (including Postcode)	Sending invitations to events and termly reminders etc., also birthday greetings, depending on postal consents	Team Leader & Children & Youth Worker	Held electronically on home computer	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	School of child	Being aware of which children might be present when church takes school assemblies	Team Leader & Children & Youth Worker	Held electrically - password protected	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Emergency contact details (two names with phone numbers, parent/guardian is normally the first)	Emergency contact during club time, also such needs as informing of club cancellation in bad weather. Also parent/guardian name is used with email address below where relevant.	Team Leader & Children & Youth Worker	Passworded home computer, secure church email systems (parent/guardian name only)	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Contact consent options (checkboxes on form)	Parent/guardian specifies whether letters and/or emails are permitted to go to them about club events and/or other family-oriented events	Team Leader & Children & Youth Worker	Password protected home pc	Annual renewal (see above re late renewal)

Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Email address of parent/guardian	Used to send emails as above via secure church email systems, depending on email consents, also occasional one-off emails via same systems if needed	Team Leader & Children & Youth Worker	Passworded home computer, secure church email systems	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Consent/requirement to send birthday card (check-box on form)	Parent/guardian specifies whether birthday cards are permitted and required to go to the child. Card is given or sent as needed.	Team Leader & Secure Youth Worker	Passworded home computers	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Photo/video consent options (check-boxes on form)	Parent/guardian specifies whether photo or video of child is permitted (in line with photography policy of church), and whether this can be shared on church website, social media and/or promotional material	Team Leader & Children & Youth Worker /Safeguarding team (if consents not granted)	Passworded home computer	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Medical conditions and dietary needs	Information the club leaders need to be aware of at club time, regarding health of child and allergies, relating to such issues as epilepsy, inhalers and food crafts	Team Leader & Children & Youth Worker	Passworded home computers	Annual renewal (see above re late renewal)
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities	Signatory name and date of signing on front and back of main	Registration, and indication of need for annual renewal	Team Leader & Children & Youth Worker	Passworded home computer	Annual renewal (see above re late renewal)

	including active games, crafts and bible stories.	registration form				
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Administration notes	Miscellaneous text notes if needed, e.g. re any omissions needing to be remedied on form	Team Leader & Children & Youth Worker	Passworded home computer	Dependent on retention of attendee records
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Attendance list with sign-in/sign-out names and signatures	Weekly attendance list, initially for fire safety purposes during event, also as an ongoing record of attendance, for example it is useful to know when a child last attended	Team Leader & Children & Youth Worker	Passworded home computer	Maximum 1 or 2 years as needed, e.g. to assist in knowing where additional publicity may be needed if attendee has not attended for a while
Childrens Friday Club	To provide a weekly evening club for years 1-6 school children, with activities including active games, crafts and bible stories.	Walking Home Y/N on rows of attendance list	Parent/guardian indicates on weekly attendance list whether child is permitted to walk home on own	Team Leader & Children & Youth Worker	Passworded home computer	Maximum 1 or 2 years (with other contents of attendance list)
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Name of Responsible Adult at event (includes last name)	Event registration list, and ageing-out summary list. Included on request form. Primary or alternative contact name for address list. Also contact at event in case of child emergency.	Team Leader/Admin. Also other senior or registration leaders (paper only), secure email system admin and/or postal delivery operatives.	Paper forms in locked cupboard at church, passworded home computer, secure church email systems	Contents of request forms are stored as a Newsletter type list, which does not require renewals (these events do not have a membership). Records are removed on request or by ageing-out (see below).

ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Name of Parent/Guardian if different from recorded Responsible Adult above (includes last name)	Primary contact name for address list, if blank use Responsible Adult name. Included on request form.	Team Leader/Admin. Also other senior or registration leaders (paper only), secure email system admin and/or postal delivery operatives.	Paper forms in locked cupboard at church, passworded home computer, secure church email systems	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Name of Child or Children attending event (includes last name(s))	Event registration list, and ageing-out summary list. Included on request form. Safety and emergency issues at event. Written on badge which is stuck to child's clothing at event.	Team Leader/Admin. Also other senior or registration leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Any medical conditions we should be aware of	Legacy data item on old forms, no longer recorded. Previously in case of health emergency at event, and to be aware in advance. Now noted at registration if relevant.	Team Leader/Admin. Also other senior leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Postal Address of Parent/Guardian	Included on request form. Used when sending or delivering requested information postally, depending on postal consent, also for identification purposes (including any queries by authorities)	Team Leader/Admin. Also other senior or registration leaders (paper only), and postal delivery operatives (saving on postage costs where possible e.g hand delivery)	Paper forms in locked cupboard at church, passworded home computer.	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.

ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Telephone/Mobile (adult)	Legacy data item on old forms, no longer recorded. Data is retained because in some existing cases this may be used to publicise future events, i.e. via a phone call or text message, if no other contact method is available.	Team Leader/Admin. Also other senior leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Email Address of Parent/Guardian	Included on request form if relevant. Used when sending requested information by email, via secure church email system, depending on email consent	Team Leader/Admin. Also other senior or registration leaders (paper only), secure email system admin	Paper forms in locked cupboard at church, passworded home computer, secure church email systems	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out. Email addresses on secure email system are deleted accordingly.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Requested information consent options (checkboxes on form, which are also reflected in the stored list))	Parent/guardian specifies on request form whether emails (preferred) and/or letters are permitted to go to them about ReCreate and other family-oriented events. On old forms this includes legacy option which is no longer recorded, for contact via phone or text message.	Team Leader/Admin. Also other senior or registration leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.

ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Signatory name and date of signing of form	Items at end of request form.	Team Leader/Admin. Also other senior or registration leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Contents of request forms are stored as a Newsletter type list. Records are removed on request or by ageing-out.
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	Administration notes	Miscellaneous text notes if needed, on form and/or in stored list, e.g. re any omissions needing to be remedied on form, and precise location for hand-delivered invitations	Team Leader/Admin. Also other senior or registration leaders (paper only)	Paper forms in locked cupboard at church, passworded home computer	Dependent on retention of records
ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	ReCreate event reg. list, with date & title of event at top (includes year & time of year). On each row, Name of Adult(s) plus 3 Name columns for any accompanying children, continuing to subsequent row(s) if needed. No personal information is held other than names.	Responsible adult/reg leader enters attendee details. At the event a fire roll-call, also to identify responsible adult for a child with a problem or injury, via name on child's badge. List archived in case of queries. e.g. accurate ageing- out details	Team Leader/Admin. Also other leaders, only at event (paper only)	Paper forms temporarily in locked cupboard at church, then scanned and archived to passworded home computer	No personal information is held except names. Suggested retention time of archived scan file for evidential purposes and queries is 1 year but could be longer if appropriate.

ReCreate Arts & Crafts and other Family events	Arts and Crafts based activity morning for all ages, including spiritual content	ReCreate registration list summary (ageing-out list), including names of adults and associated children, title of event last attended by each person (this includes year and time of year), and their total attendance at events.	Names & event last attended are added/ updated after each ReCreate event. It is monitored so as to age-out (i.e. remove) any people from both this list & the contact request list, & from the secure email system, in cases where they are deemed to have not attended for a while & may not attend again- to avoid unnecessary emails/ postage. Also to calculate total attendance figures for adults/children at each event.	Team Leader/Admin	Passworded home computer (this is a derived list held only electronically)	Essential ongoing use to enable ageing-out of records for people who have not attended for a long time. As people are aged-out, their names will be removed from this summary list, so retention is limited in this way.
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 & Spreadsheet on pc(now deleted)	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.		Duration of Holiday @ Home Activity.
Holiday @ Home	Providing 4 days of activities for people over 50yrs during the summer holidays,	Emergency Contact Number	If unwell, need to contact family or neighbour etc.	Holiday @ Home Team.	Paper (Book), Register and Spreadsheet on pc(now deleted)	Duration of Holiday @ Home Activity.

	including day trip via coach.					
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 pc(now deleted)	Duration of Holiday @ Home Activity.
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 schools, teachers & suppliers	To invite schools to attend, suppliers to supply goods & communicate necessary information with them	Team members	email/phone	3 years for individuals' information. Publicly available Schools contact details indefinitely
Coffee Rota	To provide refreshments for after the Sunday morning service	Names/emails of volunteers making coffee & biscuits	To contact those on the rota - or to give information - for risk assessment etc.	Team Leader	on password protected pc/phone/ipad	For as long as required
Care Team	To provide pastoral care to those in-touch with GHBC	Names, Addresses, Telephone Numbers and email addresses.	Pastoral Care	Pastoral Care Team	Microsoft SharePoint	until review reveals non-attendance
Church Attendees		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		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
Ignite	Youth Club for Children in School years 7-11	Names of Children registered on annual registration form	To form an attendance Register for H&S purposes and to plan lessons	Ignite Team Members	emails on password protected pc/secure GHBC system	Duration Of Academic School Year (Sept- Aug)

Ignite	Youth Club for Children in School years 7-11	Weekly attendance list with sign-in/sign-out names and signatures of attending children and responsible adult along with weekly specific notes from guardian	To form an attendance Register for H&S purposes	Jacob Barron	On home pc protected by 2 password/email addresses on secure GHBC system	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-11	Names, Addresses and Telephone Number of Guardians/also Instagram details	For Emergency Contacts	Jacob Barron	All Data held by Jacob on double secured passwords laptop. Email addresses held on secure GHBC system	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-11	Allergies of Children attending	To avoid causing allergic reaction during activities	Jacob Barron	All data held by Jacob on password protected pc	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-11	Known Medical Conditions	To prepare for emergencies	Jacob Barron	On Paper in locked cupboard at Church	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-11	Date of Birth on Annual Registration Form	To allow ensure all attendees are age-appropriate	Jacob Barron	On secure password protected pc	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-12	Names and contact details for guardians, emergency contacts and attending specific off-site events	To ensure consent for attendance at Off Site events and to put in place appropriate H&S controls and procedures	Jacob Barron	data held on password protected pc at home. Emails on secure GHBC system home pc	Duration Of Academic School Year (Sept- Aug)
Ignite	Youth Club for Children in School years 7-13	Walking home Permission on Registration form	To ascertain wishes of guardians on how attendees get home	Jacob Barron	Held on 2 password protected pc/ emails on secure GHBC system	Duration Of Academic School Year (Sept- Aug)
Finance	To manage the Finance needs of the Church	Copy invoices with contact and account details for all payments made	To allow for HMRC auditing	Treasurer/ Finance Team Leader	Current year-locked cupboard at home, historic in locked cupboard at church.	7 years (as per HMRC)

Finance	To manage the Finance needs of the Church	Names and Bank Details of employees	To pay stipends, wages and expenses	Treasurer/ Finance Team Leader	On Church Laptop at home, password protected	Until 7 years after employment ends for auditing (as per HMRC)
Finance	To manage the Finance needs of the Church	Names and Bank Details of regular payees	To pay stipends, wages and expenses	Treasurer/ Finance Team Leader	On Lloyds bank online banking portal, accessible only with password and independent chip reader	Until 7 years after the last payment for auditing (as per HMRC)
Finance	To manage the Finance needs of the Church	Names, addresses, Bank details and gift aid declaration of those who pay by direct debit	To Trace and forecast income to the Church, and claim gift aid as appropriate	Treasurer/ Finance Team Leader & Gift Aid Administer	On laptop at home, password	Until 7 years after their 1st donation for auditing (as per HMRC)
Creche	To Provide Childcare for Children of Church attendees up to age 3	Weekly Attendance Register	Attendance Register for H&S and Safeguarding purposes	Creche Team Members	On Paper inside Locked Cupboard at Church.(At home in locked cupboard during Covid)	3 months
Creche	To Provide Childcare for Children of Church attendees up to age 3	Name, Address and Telephone Number of Guardian	For Emergency Contacts	Creche 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 age 3	Allergies and Dietary Requirements	To avoid causing allergic reactions	Creche Team Members	On Paper inside Locked Cupboard at Church- locked at home during Covid	For as long as child is attending Creche
Creche	To Provide Childcare for Children of Church attendees up to age 3	Known Medical Conditions	To prepare for emergencies	Creche Team Members	On Paper inside Locked Cupboard at Church- locked at home during covid	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
Friends & Fun	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 keep in contact/updat ed about events, especially those who are housebound	Team leader	On paper, at home in a locked drawer	For as long as attending

Stepping Stones - Bags of Hope	To supply essential food and other products to families in need	Full names		Stepping Stones staff	On a password protected laptop at home & GHBC email	UFN (max 5 ears)
Stepping Stones- Bags of Hope	To supply essential food and other products to families in need	Addresses and Mobile	For Delivery and repeat delivery	Stepping Stones staff	On a password protected laptop at home and GHBC email	UFN - (max 5 years)
Stepping Stones - Bags of Hope	To supply essential food and other products to families in need	Person who referred individual to us	To track referrals that have not come to us directly, to know who has obtained consent and to know who we can share information with regarding individuals rather than the whole team.	Stepping Stones staff	On a password protected laptop at home and GHBC email	UFN (max 5 years)
Stepping Stones - Bags of Hope	To supply essential food and other products to families in need	Household Adults and Children	knowing what to put in bags – appropriate for the families	Stepping Stones staff	On a password protected computer at home and GHBC email	UFN (max 5 years)
Stepping Stones :- Bags of Hope	To supply essential food and other products to families in need	Delivered by	For Audit and to facilitate contact tracing if required.	Stepping Stones Staff	On a password protected computer at home and GHBC email	UFN (max 5 years)
Stepping Stones - Bags of Hope	To supply essential food and other products to families in need	Items delivered & 3 days worth of food	for stock control & audit & what we've delivered for food safety & to know what extras have already been given to ensure best use of stock	Stepping Stones staff	On a password protected computer at home & GHBC email	UFN (max 5 ears)
Stepping Stones :- Community Fridge	To supply essential food and other products to families in need			Stepping Stones staff	No details kept	

Stepping Stones :- Drop in Café	To supply essential food & other products to families in need			Stepping Stones staff	No details kept	
Stepping Stones :- CAP Money Coaching	To provide practical help in managing finances through a 4 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
CAP Debt	To provide practical help in identifying debts for CAP HO to arrange workable repayment plan	Client's names, email/phone numbers				
Stepping Stones - iCaf	Teaches English to speakers of other languages	A register with names/phone numbers	Texts them when next class is or cancelled	Details on paper which is marked every week	Kept in box at home *	