



# Glebe Chapel policy document

## GDPR (General Data Protection Regulation) privacy notice

Glebe Chapel holds 3 types of personal data relating to those who are involved in chapel business or attend chapel organised activities (details of the activities are given in appendix 1). The following personal data is held:

- Names (and if needed) contact details (including emergency contact details if appropriate);
- Information about medical needs and/ or special needs and disability relating to children and vulnerable adults;
- Personal information that relates to employment for Glebe Chapel employees/ volunteers (such as bank details and employment records and checks (as appropriate)).

In addition, contact details ('phone and email) are kept for representatives of the organisations that hire or lease chapel-owned facilities.

The purpose of requesting and/or keeping personal data; the period of time for which the data is retained; the method in which it is stored and the method by which it is disposed of are all reviewed annually.

Any personal data held by the chapel will be used internally for the purpose for which it was collected and will not be shared with, or transferred to, a third party. Accordingly, personal data will be stored securely, guarded appropriately and shared only with permission.

The table in Appendix 1 details how personal data is held, used and managed.

CCTV is used at the community centre to monitor activity outside the building. This data is securely stored in electronic format for 8 days after the event after which it is overwritten. The recording equipment is securely stored. Notices regarding the presence of the cameras, their use of recorded data and who to contact in the event of a related enquiry are posted appropriately. The Glebe Chapel Community Centre CCTV Use Policy details how such data is, and is not, used.

Glebe Chapel is registered as an information controller with the Information Commissioner's Office (ICO).

Application Number: A1087056

ICO registration reference is ZA331264

In case of query please contact: [nccadmin@glebechapel.org](mailto:nccadmin@glebechapel.org)

This policy will be reviewed annually.

Appendix 1

| Type of user | Responsibility                     | Information held  | Information use   | Permissions  | Further (inc future) action  |
|--------------|------------------------------------|---|---|--|--|
| Glebe Chapel | Admin                              | ChurchSuite – names, addresses, telephone numbers and e-mail addresses  | For internal use to contact chapel members  | GDPR and privacy notice shared on signing up for members to agree to. Chapel members control their own data. |  |
| Glebe Chapel | Admin                              | Prayer diary – names, addresses, telephone numbers and e-mail addresses   | Sharing with chapel members to enable contact re prayer and chapel matters.   | Distribution limited to chapel members only and permissions given on that basis.                             | Record to be kept of explicit permissions sought and given. Distribution managed securely.   |
| Glebe Chapel | Admin                              | Opportunity to serve booklets - names, addresses, telephone numbers and e-mails                                 | To enable contact following an offer made concerning volunteering action or role.   | Assumed by completion of details in booklet.   | Record to be kept of explicit permissions sought and given.  |
| Glebe Chapel | Admin                              | Glebe Chapel e-mail distribution list   | An internal communication list.   | Assumed by communication of email address to admin team.   | Explicit phrase to be included in any information gathering communication. Regularly review and remove data as necessary               |
| Glebe Chapel | Admin                              | Glebe Diary of events – names of elders and their telephone numbers names of MTL's.                             | To enable readers to make contact with key Glebe Chapel people.   | Implicit in the role.  | None.  |
| Glebe Chapel | Admin (finance team)               | Finance – names and address of persons who gift aid and covenant, bank details of employees.                    | Information held by Finance Manager and Book Keeper to manage payments and gifts.   | Implicit for employees. Gift aiders add details and provide permission through signature.                    | Keep up to date with changes in requirements of employment/ gift aid law.  |
| Glebe Chapel | Designated safeguarding lead (DSL) | Specific personal information (e.g. proof of identity and UK residence) held during the application phase only. | Data communicated to Thirty One Eight to enable DBS checks for new employees/ volunteers to be carried out. All data (except that detailed below) is securely destroyed when the result of the application is received. | Sought and given at the time of the DBS application.   | Keep up to date with changes in requirements of data protection and freedom of information laws and guidance on processing DBS checks. |

| Type of user    | Responsibility                            | Information held  | Information use  | Permissions  | Further (inc future) action  |
|-----------------|---|---|--|--|--|
| Glebe Chapel    | Designated safeguarding lead (DSL)        | DBS number, type of check and date of application for those who have obtained a Glebe DBS.  | Retained in the event of an enquiry and to enable internal management of safeguarding processes.   | Sought and given at the time of the DBS application. | Keep up to date with changes in requirements of data protection and freedom of information laws and guidance on processing DBS checks. |
| Glebe Chapel    | Youth (GYG team)                          | Name, address, contact details (inc parental contact), relevant medical info, relevant SEND info  | To enable Glebe Chapel staff to maintain a duty of care for those attending GYG.   | Sought when information is requested.                | Regularly review and remove data as necessary  |
| Glebe Chapel    | Children and Families (Hub Club team)     | Name, address, contact details (inc parental contact), relevant medical info, relevant SEND info, photo permission.   | To enable Glebe Chapel staff to maintain a duty of care for those attending Hub Club. .  | Sought when information is requested.                | Review wording of the forms as required in line with legislative changes   |
| Glebe Chapel    | Children and Families (Sunday Clubs team) | Name and date(s) of attendance, date of birth.  | To enable Glebe Chapel staff to maintain a record of those attending and to assign children to age-appropriate groups.   | Implicit in attending.                               | None.  |
| Glebe Chapel    | Gathered Worship                          | Name and date(s) of responsibility on various rotas.  | To enable Glebe Chapel to coordinate various things that form part of regular services.  | Implicit in inclusion on rota.                       | Regular reminders to those involved (and those likely to be) about the circulation of the rota.  |
| Glebe Chapel    | Grow (Homegroup list)                     | Name of leader(s) and attendees.  | To enable Glebe Chapel members to organise this aspect of chapel life.   | Implicit in attending.                               | None.  |
| Glebe Chapel    | Mission & Outreach (Coffee Plus)          | Name, address, telephone number and day and month of birthday (not year)  | To enable Glebe Chapel to co-ordinate Coffee Plus activities, to keep in contact with attendee's and to share birthday greetings.  | Sought at point of obtaining data.                   | Review wording of consent if records were ever computerised.   |
| Glebe Chapel    | Men's & Women's Fellowship                | Name & telephone  | TO enable Glebe Chapel to coordinate various events that form part of these ministries   | Sought at point of obtaining data                    | Review wording of consent if records were ever computerised.   |
| Glebe Chapel    | Children and Families (Koffee and Kids)   | Name, address, phone, e-mail, birth date of Parent / Carer. Name, address, Birth date, Doctor, Allergy and Medication information for child. Name, address and contact number of two emergency contacts for each child. | Contact and medical information to enable Glebe Chapel to maintain a duty of care for those attending Koffee and Kids, birthday information to share birthday greetings with Child and Parent / Carer. | Sought at the point of obtaining data.               | Review wording of consent if records were ever computerised.   |
| Community Users | Admin                                     | Names, addresses, telephone numbers and e-mail addresses  | To enable effective operation of the community centre.   | Implicit in the hiring/ lease agreement.             | Review wording of the forms as required in line with legislative changes   |