



Holy Trinity Church Stapleton
Knowing God - Showing God - Sharing God

Safeguarding Children

Aim.

This document sets out how the church community of Holy Trinity, Stapleton, has put the Church of England's policy into practice. We want to ensure that our policies and practices provide confidence and assurance to children, parents and children's workers. The leaders and Parochial Church Council (PCC) are committed to the aim of promoting the safety and integrity of the whole church community.

Policy.

The desire of the PCC is that all children and youth work undertaken in the parish is aimed at developing their spiritual and social development in a safe and secure environment. The PCC will therefore:

1. Adopt and implement procedures and best practice guidelines, consistent with the House of Bishops' Policy on Safeguarding and Diocesan guidelines.
2. Ensure that appropriate health and safety policies and procedures are in place.
3. Appoint a Safeguarding Co-ordinator to work with the incumbent and PCC. The Safeguarding Co-ordinator contact details will be publicised in the church.
4. Maintain adequate and identified insurance for all activities to cover children and leaders.
5. Require all groups involving children and young people to be run in accordance with the principles set out by Diocese of Bristol in *Safe & Sound*.
6. Ensure that everyone authorised to work with children and young people or in a position of authority are appropriately recruited, trained and supported, and also that all such authorised personnel have received a copy of the parish safeguarding policy, procedures and good practice guidelines.

7. Endeavour to create a culture of informed vigilance which takes children seriously.
8. Review the implementation of the safeguarding policy, procedures and good practice guidelines, at least annually, including at the first PCC meeting of the calendar year.

The PCC uses the Diocese of Bristol as its umbrella body for the Criminal Records Bureau and has adopted the Diocese of Bristol's "Policy Statement" regarding the Appeals & Complaints Procedure and the Recruitment of People with a Criminal Record. All concerns or questions relating to the safeguarding of children and young people should be addressed to the safeguarding Co-ordinator.

Incumbent..... Rev'd Charles Sugden.

Churchwarden.....Sally Lanceley

Dated.....2nd May 2017

Nominated Person.... Jane Collingbourne Tel. 9584201



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Policy on the Safeguarding of Adults

This statement was adopted by the Parochial Church Council of Holy Trinity, Stapleton at a Council meeting held on 11th April 2019.

This policy will be reviewed each year.

1. We recognise that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to report the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect to the minister or nominated person for vulnerable adults.
7. We undertake to exercise proper care in the appointment and selection of those who work with people who may be vulnerable.

8. The parish is committed to supporting, resourcing and training those authorised to undertake work amongst people who may be vulnerable.
9. Each authorised person who works with vulnerable people on behalf of the church will agree to abide by these recommendations and the guidelines established by the church.



Nominated Person.....Sheena Hellyer Tel. 9655935



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DATA PRIVACY NOTICE

The Parochial Church Council (PCC) of Holy Trinity Stapleton, Bristol

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The PCC of Holy Trinity Stapleton is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The PCC of Holy Trinity Stapleton complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our employees and volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running at Holy Trinity Stapleton;

- To share your contact details with the Diocesan office so they can keep you informed about news in the diocese and events, activities and services that will be occurring in the diocese and in which you may be interested.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations and keep you informed about diocesan events.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of the parish with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in the guide "Keep or Bin: Care of Your Parish Records" which is available from the Church of England website [see footnote for link].

Specifically, we retain electoral roll data while it is still current; gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and parish registers (baptisms, marriages, funerals) permanently.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the PCC of Holy Trinity Stapleton holds about you;
- The right to request that the PCC of Holy Trinity Stapleton corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the PCC of Holy Trinity SDtapleton to retain such data;
- The right to withdraw your consent to the processing at any time

¹ Details about retention periods can currently be found in the Record Management Guides located on the Church of England website at: - <https://www.churchofengland.org/about-us/structure/churchcommissioners/administration/librariesandarchives/recordsmanagementguides.aspx>

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [*Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means*].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the PCC Secretary, Duncan Struthers at 5 Baileys Mead Road, Stapleton; tel 077919662776

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Adoted at the PCC meeting, 22nd January 2018