

Godstuff Data Protection Policy

Written July 2023. Due for review July 2024.

Charity Number:1080740

Godstuff is a small charity set up to advance the Christian faith, advance education in accordance with Christian principles, provide facilities for recreation, sport or other leisure time occupation for person who have need of such facilities and to promote and fulfil other charitable purposes beneficial to the community.

We will retain personal data needed in order to fulfil the purpose of the charity. It will be kept in a secure environment.

Detail

Data will be:

- Stored securely with appropriate access restrictions as detailed below
- Kept for only as long as it is required for the purpose it is held; and
- Anonymised, archived or securely deleted once it is no longer required for that purpose

Data storage guidelines

Information	Location	Purpose	Length of time information held
Information re: donors	Treasurer's Godstuff computer (Plus hard copy/recognised provider in the Cloud backup)	Information sent to donors Responsibility: treasurer	2 years after last donation
Information re: parents of members who have previously applied for and/or attended youth holidays	Administrator's computer and backed up in recognised provider in the Cloud	To be able to offer them information on subsequent holiday or holidays for their current age range and offer support to apply	2 years after last year member applied to attend holiday
Information re: members who have previously applied for and/or attended the holiday	Administrator's computer and backed up in recognised provider in the Cloud	To be able to offer them information on subsequent holiday or holidays for their current age range and offer support to apply	2 years after last year member applied to attend holiday
Information re: recipients of grants eg to pastors, teachers and funding training events	Link trustee for OCC Kenya	Accountability (Godstuff is no longer involved in this work)	6 years

Information on trustees	Chair of trustees' computer and backed up in recognised provider in the Cloud	To keep self declarations and other relevant information in case of concern regarding behaviour	Whilst holding role of trustee
Information re: churches and organisations requesting training	Treasurer's Godstuff computer	Advertise new training opportunities	2 years
Safeguarding information: This will include records of safeguarding incidents & disclosures and records of incidents where a team member or trustee's behaviour has given cause for concern	A password protected digital record stored on a the Godstuff Safeguarding Officer's computer and backed up in recognised Cloud provider with login credentials restricted to the Charity Safeguarding Officers and the Holiday Safeguarding Officers	Information stored as required by thirtyone:eight guidelines and in line with the Godstuff Safeguarding Policy	100 years
Incident Logs: Records of any incident on the holiday which either have resulted or could have resulted in harm to a member	Administrator's computer and backed up in recognised provider in the Cloud	To inform future risk assessments and ensure that any information relating to an injury is available in the event of an insurance claim	6 years
Medical information and next of kin for team and members	Hard copy held by the administrator & accessible to the team in the team lounge in case of emergency	To ensure we have the correct information around medications held on site and to pass on to medical professionals in the case of an emergency	During the holiday
Risk assessments	Paper copies available to team and after event kept by administrator and scanned and stored in recognised Cloud provider	Availability if a claim is made after injury	6 years

Donors

Information on donors is required so that we can inform them of the charity's activities and update them on any changes such as bank details.

Recipients and users of the charity's services

Information on the charities recipients and users will be retained (with their permission) in order to continue to offer access to the services and monetary support provided by the charity.

Security of information

We have implemented measures to keep personal information secure against the threat of human intervention. We will not disclose personal data to third parties, other than those who may be assisting the trustees to fulfil their duties or fulfil obligations under the law.

Rights

Anyone who has information held by Godstuff can write to the trustees at any time to obtain a copy of what they hold about you and have any inaccuracies corrected. Where appropriate, you may have your personal information erased, rectified, transferred or amended.

22 July 2023

To be reviewed annually