

Data Security and Persons Responsible for Safeguarding

Those people who are responsible for safeguarding in our Area Meeting need to be aware of and follow good practice in maintaining data security. The Data Protection Act (DPA) 2018 sets out the provisions that must be followed when gathering, using and storing personal data. This appendix to the YAQM Safeguarding Policy explains how this relates to safeguarding in our meetings, which records are involved and what the process is for storing them in both the short and long term.

Under the Data Protection Act (DPA) 2018, it is our duty to ensure that all records relating to safeguarding issues must:

- Be processed fairly, lawfully and transparently
- Only be processed for the specified and legitimate purpose(s) for which it was obtained
- Be adequate, relevant and limited to the purpose for which it was obtained
- Be accurate and where necessary kept up to date (eg Children's group registers)
- Not be kept for longer than is needed (see points 2 & 3 below)
- Only be shared and used for the purpose for which it was intended
- Only the minimum information necessary should be retained and recorded
- Be accessed only on a need to know basis
- Be securely stored

The records governed by these provisions are:

- Records of children's group meetings:
 - Records of attendance at Sunday morning children's meetings (including both adults and children involved) or other events
 - Register or other records of people checked to work with the children. DBS certificates should not be copied and retained, but noted "as seen" in the register, including any special issues
 - Personal details of children trusted to the care of Meetings (eg contact details for parents, special health needs) possibly only for short-term use
- Risk Assessments (RAs)
- Care arrangements for vulnerable adults which identify individuals

There is a requirement to retain data for use in potential cases of historic abuse. In order to meet this, all local meetings should:

1. Ensure that current Children's group registers, details of any matter involving safeguarding concerns and copies of risk assessments made for safeguarding purposes are securely stored. This means limiting access to those who need to know and ensuring that it is securely held, for example in a locked filing cabinet or in password controlled electronic form

2. Children's group registers should run from 1 January until 31 December each year, when a new register must be started. The register for the previous year must then be transferred to Friargate by 31 January (ie the register for 2019 should have run from 01.01.19 to 31.12.19, and been transferred to Friargate for storage by 31.01.20). AMSCs recommend that a suitable desk diary is purchased for this purpose or a suitable electronic medium is used. At the time of transfer, all registers must be clearly labelled with the name of the LM, the safeguarding officer responsible and the name of the LM Clerk. There is no requirement to store children's group records electronically. The LAMSCs recommend that if Children's group meetings are infrequent or irregular, the person responsible for the children's group should enter that no meeting was held on those dates when a meeting did not take place.

3. It is recommended that transfer to Friargate takes place via the Royal Mail Signed For service and that receipts should be kept. If this is not practical, the transfer should be recorded and signed for and the evidence for the transfer be kept securely within the LM. Such records are normally kept by the LM Clerk.

4. Records transferred to archive storage locally at Friargate will in due course be transferred to long-term deposit in our main archive repository, the Brotherton Library at Leeds with appropriate labelling to ensure closed access. *[31:8 mentioned some possible conflicts with Data Protection Storage Regulations which need further thought]*

5. It is **extremely important** that data security is maintained when an alert or incident takes place. Always remember:

- Take time to ensure that all relevant persons understand:
 - Our safeguarding policy and
 - The requirement to keep data secure
- Only inform those who have a genuine need to know
- Ensure file notes and handwritten records are securely held and protected from public view
- Avoid as far as is possible naming or identifying person(s) in the presence of others whilst using telephones

6. As soon as possible after an incident is closed or a risk assessment is no longer in use, all data must be transferred in both electronic form on a CD ROM or memory stick **and** as a printed document to the archivist at Friargate. Both must be clearly labelled with the name of the LM, the safeguarding officer responsible and the name of the LM Clerk

7. All safeguarding coordinators must ensure that their own records of all the safeguarding matters given above are:

- only retained for short periods on password protected personal computers
- deleted when there is no longer a need for that information and
- destroyed in a safe and secure manner (eg by shredding or burning or by transfer to a secure data destruction facility such as <https://www.eolitservices.co.uk>) after a copy of the data has been transferred to the YAM archives at Friargate.

For further advice and guidance on data protection matters, consult the YAM Data Protection Officer, the YAM Trustee with responsibility for Data Protection or the Area Meeting Safeguarding Coordinators.

NB is it worth having a look to see if the Safeguarding Policy might need updating as a result of adding this appendix? See below, for example

From the Safeguarding Policy (2019)

7.4.3 Record Keeping:

- a) *Registers should be kept, listing the full names and attendance of all children, and the helpers, at each children's class or event. These registers should be kept by the LM permanently in case of future issues or any allegations which might be made many years later.*
- b) *The parents or guardians of all new children and young people should complete a personal details form and medical information form before they leave their children in class.*

