

Section 7: UK GDPR and panel forms

You can access the most up to date forms on the panel website: panel.cymru/en/useful-forms

Please note the following when using the forms in the Safeguarding Vulnerable Groups Handbook:

GDPR (General Data Protection Regulation) came into force on May 25, 2018. Within the UK this led to the creation of the Data Protection Act (2018), which superseded the previous 1998 Data Protection Act. Since Britain's exit from the EU, we now refer to the UK GDPR.

The UK GDPR sets out seven key principles which should be central to any data processing. You should apply the following principles when you handle personal information such as the information you collect using the forms included in the Safeguarding Vulnerable Groups Handbook. The principles apply whether the information is held in paper or electronic formats.

1. **Processed Lawfully**, fairly and in a transparent manner.
2. **Purpose limitation** – Collect data for a specific purpose and do not use it for any other purpose.
3. **Data minimisation** – Only collect the data that you need.
4. **Accurate**: Endeavour to ensure that personal information is accurate.
5. **Storage limitation** – retained only for as long as it is required.
6. **Integrity and confidentiality (security)** – protect information from unauthorised or accidental disclosure.
7. **Accountability** – Those who collect data are responsible and should demonstrate compliance with the above principles.

For more information refer to the Information Commissioner's website <https://ico.org.uk/>

The example forms in the handbook are for local church use and all personal data should be collected/ used/retained /destroyed by the church following GDPR guidelines and under your local or denominational privacy policy.

RECRUITMENT FORMS (forms 1-4): make sure you respect confidentiality and privacy when collecting and storing any information from the application and self-disclosure forms. Store forms securely and confidentially and do not retain application forms from people who have not been selected to work or volunteer.

Do not retain or make copies of DBS disclosure certificates. You will be informed by the panel office when a DBS process has been completed by the applicant. Certificates should be retained by the applicant not the church. (See also the panel privacy statement under the DBS section of our website which explains how we collect and use your information to carry out a Disclosure and Barring Service Check).

CHILDREN'S CONSENT FORMS (forms 5-8): To carry out activities, take photographs or seek medical help for children under 18 you need to obtain consent from those with parental responsibility for the child. Consent is a lawful basis for processing personal data. You should also consider if the child is able to give their own consent in addition e.g., if they are unhappy to have their picture taken or used even if the parent has already agreed. Children need protection when

you are collecting and processing their personal data because they may be less aware of the risks involved. Children have the same rights as adults over their personal data including the rights to access; request rectification; object to processing and have their personal data erased. See also the note on safeguarding below.

ACCIDENT FORMS (form 9): As an accident form contains personal data of those involved in an accident, witnesses and those responsible for implementing actions etc., GDPR rules apply.

Accident records should be kept for a minimum of 3 years (unless they fall under COSHH regulations). Organisations are required to delete data when it's no longer needed. If organisations wish to keep accident reports longer than three years, they may be anonymised so that they no longer contain any personal details but may continue to inform policy or risk assessments going forward.

REPORTING A CONCERN (form 11): make sure you respect confidentiality and privacy when collecting and storing information about abuse or allegations. It is likely that the information will need to be shared to safeguard children or vulnerable adults so please note the information in the box below.

SAFEGUARDING AND UK GDPR:

UK GDPR does not prevent the sharing of information for safeguarding purposes.

Information may be shared without consent for the purposes of safeguarding and promoting welfare if there is a lawful basis to process any personal information and if to gain consent would place a child or vulnerable person at risk.