



The Church Lads' and Church Girls' Brigade

GDPR Policy

February 2026





DATA PRIVACY NOTICE

The Church Lads' and Church Girls' Brigade (CLCGB)

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 CLCGB National Headquarters 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 CLCGB 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 children and young people in parishes throughout the United Kingdom 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 within the CLCGB;
- To maintain historical records, to be used for research purposes by the CLCGB Historical Group.

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 CLCGB events.
- Processing is carried out by a not-for-profit body with a religious 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 CLCGB in order to carry out a service to other CLCGB members or for purposes connected with the CLCGB. We will only share your data with third parties outside of the CLCGB with your consent.

6. How long do Company's keep your personal data?

Company's keep data in accordance with the guidance set out in Section 10 Data Retention.



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 Church Lads' and Church Girls' Brigade holds about you;
- The right to request that CLCGB 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 CLCGB to retain such data;
- The right to withdraw your consent to the processing at any time
- 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. Historical Data - archives

If we wish to use your personal data for the purposes of Historical research, within the CLCGB Historical Group, or process the data for this purpose, then this information will not be used to support decisions about individuals. It will not cause substantial damage or substantial distress to any data subject.

10. Data Retention

Unless told otherwise a small set of Leaders personal Data (Name, Date of Birth, Gender, Rank details) held by NHQ will be retained indefinitely solely for Historic purposes (as detailed in point 9. Historical Data – archives). No retained data will be shared with any outside parties, misused or accessed by unauthorised personnel.

Regarding the above, it is important to know that just as NHQ deletes personal data after a period, so too should Brigade Companies, as this information should be on BMS, then you can see what NHQ holds and destroys, and you can mirror initially, but then delete all data from your files after 2 years.

11. Retention of Financial Records

Companies must also be aware that Financial information needs only be retained for 6 years, so at each year end, you can destroy (ideally shred or burn) any finance documentation that is over 6 years old.





12. GDPR Public Notice

The Church Lads' & Church Girls' Brigade are committed to protecting the privacy and data of all of its members, associated bodies and contractors. All Data Controllers within the NHQ and Data Processors in its formations, units and associate bodies are directly responsible for all personal data being processed, managed and held. Every Data Controller and Processor will be aware of their responsibilities and follow the guidelines within the CLCGB's GDPR Policy and the most current UK data protection regulations.

13. Contact Details

1. To exercise all relevant rights, queries of complaints please in the first instance contact the CLCGB National Headquarters, St Martins House, 2 Barnsley Road, Wath upon Dearne, Rotherham, S.Yorkshire, S63 6PY Tel: 01709 876535

2. 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.



Annex A

Data Type	Retention	Justification
Members (under 18) BMS Record	1 Year of full details	To retain details should they return within the year.
Leaders (Over 18) BMS Record	2 Year of full details	To retain details should they return within 2 years
	After 2 years name, DoB, gender & Rank Details held indefinitely.	For Historical data purposes

Form Code	Form Name	Policy	Date of Issue	Retention	Justification
NF1	Nomination Form (Company Officers, WO & Reg Helpers)	Rules	2019	1yr + Current	General Information
NF2/NF3/NF4	Casual/Camp Helpers & Drivers Nomination Form	Rules	2021	1yr + Current	General Information
NF5	OIC Nomination Form	Rules	2019	1yr + Current	General Information
NF6	Formation OIC Nomination Form	Rules	2021	1yr + Current	General Information
NF7	Formation Staff Nomination Form	Rules	2019	1yr + Current	General Information
NF8	Correspondent Nomination Form	Rules	2021	1yr + Current	General Information
NF9	Treasurer Nomination Form	Rules	2021	1yr + Current	General Information
PR1	Promotion Form	Rules	2019	1yr + Current	General Information
HS1	Accident Report Form	H & S	2019	6yrs + Current	Health & Safety
CP1	Day Outing Consent Form	Camp	2019	6yrs + Current	Health & Safety
NF10	Disbandment Form	Rules	2019	1yr + Current	General Information
NF11	Enrolment Application Form	Rules	2021	1yr + Current	General Information
CP2	Health Form for Activities & Events	Camp	2019	6yrs + Current	Health & Safety
GD1	Parents' Consent Form	GDPR	2019	1yr + Current	General Information
NF12	Resignation Form	Rules	2021	1yr + Current	General Information
HS2	Risk Assessment	H&S	2019	6yrs + Current	Health & Safety
CP3	TGA Application Form	Camp	2022	1yr + Current	General Information
SG1	Working Safely Form	Safeguarding	2021	6yrs + Current	Safeguarding



CLCGB
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CA1	Gift Aid Declaration	Coy Admin	2021	6yrs + Current	Financial Data
CI1	National Letterhead	Corporate	2021	N/A	N/A
CI2	Company Letterhead	Corporate	2021	N/A	N/A
C13	Logos	Corporate	2021	N/A	N/A
NF13	Company Chaplain Nomination Form	Rules	2021	1yr + Current	General Information
AW1	Brigade Awards Nomination Form	Awards	2021	1yr + Current	General Information
CP4	Camp Inspection Form	Camp	2023	1yr + Current	General Information
CP5	Home Contact Information Form	Camp	2022	6yrs + Current	Health & Safety
CA2	Company Transfer Form	Coy Admin	2023	1yr + Current	General Information
CA3	Company Inspection Form	Coy Admin	2022	6yrs + Current	Health & Safety
EX1	Travel Expense Claim Form for Volunteers	Expenses	2019	N/A	N/A
CP6	APEL (Expedition & Camp)	Camp	2022	1yr + Current	General Information
CP7	APEL (Expedition & Camp) Help Sheet	Camp	2022	N/A	N/A
CP8	TGA - Pre-Training Experience	Camp	2022	1yr + Current	General Information
CP9	TGA - Personal Progress Report	Camp	2022	1yr + Current	General Information
CP10	TGA - DofE Expedition Notification	Camp	2022	1yr + Current	General Information
SG2	Working Safely (Ulster)	Safeguarding	2023	6yrs + Current	Safeguarding
SG3	Safeguarding Incident Report Form	Safeguarding	2023	60years	General Information
CA4	Membership Form	Coy Admin	2022	6yrs + Current	Personal Information

