



WRBC & CORONAVIRUS (COVID-19)

Procedure Surrounding and Data Protection of Sign-in lists

UPDATE: JULY 2021

For your information - updates/additions are highlighted in red

Everyone entering the **building** is required to either sign in on the list provided in the welcome area or to scan the QR code on the NHS Test & Trace poster

A separate list is **also** maintained for attendance on Sundays; **this is in the form of seating charts in the event of contact from NHS Test & Trace**

Group leaders are responsible for **ensuring compliance with the sign-in procedures during** their sessions, as per the church's risk assessment

The sign-in lists are **replaced weekly** or when full (whichever is first), and the list taken off-site

The lists are stored securely in a password-protected digital format (Excel) **by the church contact for NHS Test & Trace (webmaster@wrbchitchin.org.uk)** for a period of **21 days** before being destroyed

If you have any questions, please contact us on: **webmaster@wrbchitchin.org.uk**

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