



WRBC & CORONAVIRUS (COVID-19)

Procedure Surrounding and Data Protection of Sign-in lists

For your information only


Everyone entering the Richard Johnson room (for office or church) and church hall(s) is required to sign in on the list provided. You are not presently required to sign in if you only remain in the welcome area, kitchen or toilets

No personal information besides a full name is presently recorded on the documents as anyone entering the building is a key-holder for which we have contact details. When groups resume meeting on-site, this may be subject to change

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

The lists are stored securely in a password-protected digital format (Excel) for a period of 28 days before being destroyed

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

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