Clarendon Central File Store

6th September 2024 – Revd Simon Chambers
For Team Council meeting 11th September.

Background

PCCs are responsible for keeping data secure and this includes electronic files which may contain sensitive information under GDPR. Therefore PCCs are responsible for who has access to these files, and if these files are stored on personal computers at home, it may be the case that other family members unwittingly have access to these files as they have access to the computer.

When information is confidential in a file, such as with safeguarding, it is important that such files are retained or destroyed as needed, and all files passed on to subsequent Parish Safeguarding Officers.

Storage of historical information, such as minutes of past PCCs meetings, may have become an issue. And PCC members would like to have reference to their own historical documents.

When dual access to files is required, such as between clergy and parish members, or between PCC members, issues can arise from duplication through email, and there ceases to be a definitive version.

In short, I don't think any PCC has a solution to file storage which is secure, shared and archived. However, secure 'cloud' storage has now become common practice within organisations wishing to move away from local storage. Access can be restricted to specific individuals, and access can be granted and revoked as necessary. Access can be through a simple web browser, mobile app or a PC. PCCs may not have the technical ability to implement such cloud storage, nor may they wish to take on the expense of annual subscriptions.

The Team office currently uses, and has for the past eight years, cloud storage from Dropbox. This enables members of the ministry team, and the team office to share files. The limited size of files means that this has been free to us.

Suggestion

What we would like to do:

Implement a 'Clarendon Central File Store' through cloud storage giving special areas for Safeguarding information in each parish, policies: both current and historic, and for PCC files.

How we want to do it:

Purchase an annual subscription (currently £80) to increase the storage from 2GB of free storage to 2000GB of storage annually. This will enable the Team to offer space to each Parish PCC, and Parish safeguarding officers to store their files securely

How we make it happen:

Set up the file structure and identify who need access to areas – provide training on how to access through a browser, app or PC. Then invite Safeguarding offices and PCC members to join and start storing files.