

Safe Ministry Records – a vital ‘admin-istry’

Important note:

This contains some technical information.

You are strongly advised to seek skilled help with implementing the technical aspects of this advice.

There will be time for questions – please enter them in the chat box (unless already submitted)

Safe Ministry Records – a vital ‘admin-istry’

*The role of the SMR is to **oversee** the keeping of Safe Ministry Records.*

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Why so important?

- *Royal Commission*
- *Serve future victims of abuse*

Key values:

- *Accuracy*
- *Security*
- *Accessibility*

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Two main types of Safe Ministry data

- **Core** *Safe Ministry Records*
- **Ancillary** *Safe Ministry documents*

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Core Safe Ministry Data

Information on all the people in your church who work with children OR who are cleared to work with children.

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Core Safe Ministry Data

Key Points:

Store in proper database of some kind.

Eg: Elvanto, SaMRO.

Note: Unless your church is teeny-tiny, spreadsheets have had their day.

Never delete or overwrite data

Archive those who move or die.

Records must be kept **indefinitely**

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Ancillary Safe Ministry Data

Every other kind of document that relates to Safe ministry... and there are lots of them!

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Ancillary Safe Ministry Data

Key Points:

Most will be paper...

...and paper not ideal for long term storage.

Plan to digitise.

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Ancillary Safe Ministry Data

Key Points:

Need to keep indefinitely... *and therefore:*

Need to plan carefully for long term storage

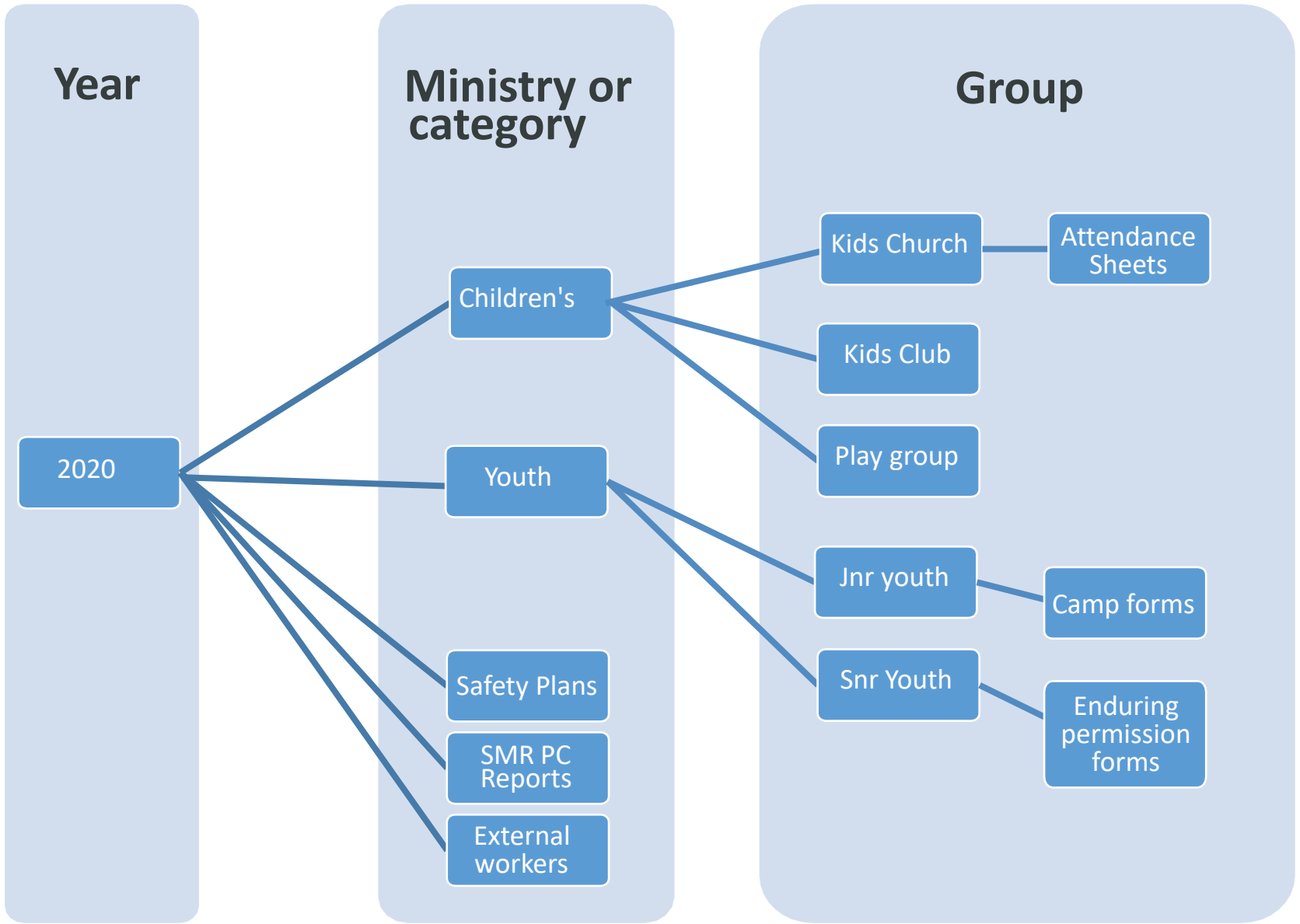
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Ancillary Safe Ministry Data

Key Points:

Need to plan carefully for long term storage

- *Think through structure – like you would for a filing cabinet*



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Ancillary Safe Ministry Data

Key Points:

Need to plan carefully for long term storage

- *Think through structure – like you would for a filing cabinet*
- *Where and how to store the data?*
- *Plan for how to secure the data – who has access?
How to restrict access?*

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Where to store the data.

- A local computer is fine for working copies of files.
- **Secure, offsite** backup is essential
- **NOT** an external hard drive or flash drive for backup
- Best long term solution is **cloud storage** – ie: offsite storage on a platform designed just for that, accessed via the internet.
- Avoid any ‘**free**’ products.
- See article/PDF for examples and suggestions.

Local computer

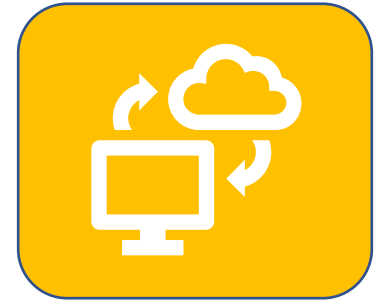


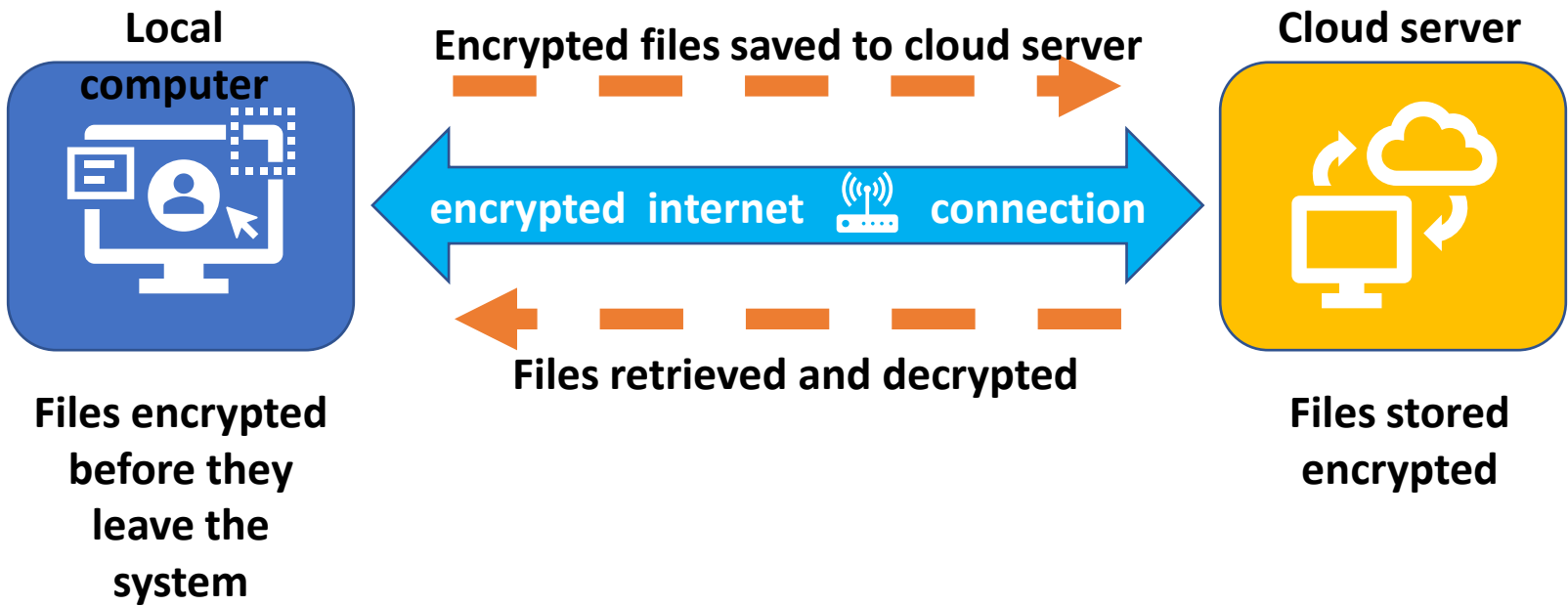
Copies of files saved to cloud server



Files can be retrieved from any device with access

Cloud server





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How to store the data.

- At present best format: PDF, CSV files.
Word documents – maybe, but also save as RTF file.

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How to secure the data

Who has access?

How to control that access?

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Questions?

Type into chat box