

The Role of a Hub Owner



A Parochial Church Council (PCC) or Standing Committee must appoint at least one Hub Owner to be the primary user(s) of their *Safeguarding Hub*.

Acting on behalf of the PCC, a Hub Owner can:

- Accept the *Service Agreement* with Clearly Simpler.
- View and edit all the data in a *Safeguarding Hub*.
- Invite other people to be authorised users and change their permissions.
- Change the settings for a *Safeguarding Hub*. These settings determine which features can be used, and how data might be shared with other people or systems.

A Hub Owner can be added or removed at any time.

Acting on behalf of the PCC

A Hub Owner is a trusted person who is appointed by the PCC or Standing Committee.

Once appointed, a Hub Owner is authorised to act on behalf of the PCC.

The PCC can choose to appoint more than one Hub Owner if they wish.

Accepting the Service Agreement

Acting on behalf of the PCC, a Hub Owner can accept the [Service Agreement](#) with Clearly Simpler regarding the provision and use of their *Safeguarding Hub*.

Viewing and editing data

A Hub Owner has access to the entire *Safeguarding Hub*, including the following personal data relating to current and past Church Officers (or applicants):

- Name and email address – *for example, “Fred Smith at fred.smith@gmail.com”*
- Current and past church roles – *for example, “PCC Member from 01/04/19 to 31/03/22”*
- Details of cleared DBS checks – *the certificate number, date, and type of check*
- Details of safeguarding training – *the type of training and date completed*
- Confirmation (or otherwise) that the safer recruitment process has been followed for new appointments – *the steps completed, names of referees, etc.*
- Confirmation (or otherwise) of ongoing support and oversight – *dates of supervision meetings, etc.*

A Hub Owner can both view and edit all personal data.

Inviting other authorised users

Acting on behalf of the PCC, a Hub Owner can invite other people to be authorised users of their *Safeguarding Hub*. A Hub Owner also has control over what each user can view and what they can edit.

When an authorised user no longer has a legitimate reason for using a *Safeguarding Hub*, a Hub Owner can remove their access.

Changing the Hub settings

Acting on behalf of the PCC, a Hub Owner can change the settings that determine which features are to be used, and how data might be shared with other people or systems.

For example, a Hub Owner can:

- Switch on the '*Recruitment Tracker*' feature.
- Permit their Diocesan Safeguarding Team to access the Hub where there is a lawful basis for doing so. ¹

Adding or removing Hub Owners

Acting on behalf of the PCC, a Hub Owner can add another Hub Owner at any time.

A Hub Owner can remove another Hub Owner, or they can remove their own access at any time.

¹ Some dioceses have chosen not to allow this.