

The Role of a Hub Owner



A Parochial Church Council (PCC) or Standing Committee must appoint at least one Hub Owner for their *Safeguarding Hub*.

A Hub Owner can view and edit all [Hub records](#).

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

- Invite other people to be authorised users of the Hub (and change their permissions).
- Change the Hub settings that determine how the Hub works, 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.

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 must remove their access.

Changing the Hub settings

Acting on behalf of the PCC, a Hub Owner can change the Hub settings that determine how the Hub works, 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

¹ Some dioceses have chosen not to allow this.