



GDPR Data Protection and Privacy Policy

The Scout Group holds a variety of personal data on members and their families to ensure efficient administration and running of the group and to comply with the requirements of the Scout association in providing a safe and secure scouting experience to all members.

This policy sets the framework to ensure lawful, proportionate and relevant use of information. Processing which includes collecting; using; protecting and disclosing personal information will be carried out in compliance with the following principles as set out in the General Data Protection Regulations (GDPR) which state that data must be:

- Processed fairly, lawfully and in a transparent way
- Obtained and processed for a specific and legitimate purpose
- Adequate, relevant and limited to what is necessary for the legitimate purposes
- Accurate and kept up to date
- Held for no longer than necessary
- Processed in accordance with the rights of the people whose information is used
- Kept secure from unauthorised processing or disclosure, including by encryption where electronic transmission is used
- Not transferred outside the EEC area unless the same safeguards apply.

In implementing these principles 1st Merrow Scout Group will:

- Collect and process only the information required to fulfil operational functions or to comply with legal requirements;
- Ensure that only accurate information is collected and kept up to date;
- Ensure that paperwork and computer records are not held for longer than is necessary;
- Take appropriate technical and organisational security measures to safeguard all personal information;



- Ensure that the rights of people about whom the information is held can be fully exercised (see below)

Individuals who provide the Association with personal information have:

- A right of access (through making a subject access request (SAR)) to a copy of the information comprised in their personal data;
- A right to object to processing that is likely to cause or is causing damage or distress;
- A right to prevent processing for direct marketing;
- A right to object to decisions being taken by automated means;
- A right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to claim compensation for damages caused by a breach of the regulation.

| Data | Description | Owned By | Reason for holding data | Access | Retention period |
|-----------------------------------|--|---|--|---|--|
| Records of Leaders | Name, date of birth, address, email, telephone, gender | Group Scout Leader (GSL) | To facilitate the provision of safe scouting to all members. | Group Scout Leader (GSL) | 5 years after the leader leaves the group. |
| Membership records – young person | Name, date of birth, address, email, telephone, gender, medical, religion, special needs | Group Scout Leader (GSL), Group Executive, Section Leader | To facilitate the provision of safe scouting to all members. | Relevant leaders and relevant members of the group executive. Access may include District leaders if attending large event. Name and address passed | 5 years after the young person leaves the group. |



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|--|---|---|--|--|--|
| | | | | annually to Scout District and headquarters as part of census return. | |
| Membership records – parent(s)/guardian(s) | Name, address, telephone, email, occupation, | Group Scout Leader, Group Executive, Section Leader | To facilitate the provision of safe scouting to all members. To target requests for help and support for group activities. | Relevant leaders and relevant members of the group executive. | 5 years after the young person leaves the group. |
| Photograph/image permission form | Form to indicate whether the parent/guardian gives permission for the image of their young person to be used by the group in specified circumstances. | Group Scout Leader, Group Executive, Leaders | So that leaders know whether they can use an image of a young person | All leaders and group executive. | 5 years after the young person leaves the group. |
| Medical Data | Medical conditions, allergies and ailments that potentially impact on Scouting activities | GSL, section leaders, | To facilitate the provision of safe scouting to all members. | Relevant leaders and relevant members of the group executive. Access may include District leaders if attending large event. In case of | 5 years after young person leaves the group. In case of accident until 6 years after the young person turns 18 |



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|---------------------------|--|---------------------------------------|--|---|--|
| | | | | accident to the insurers of the Scout Association | |
| Progress records | Meetings, activities and camps attended, badges and awards gained and similar data | Section leaders or assigned deputy | To monitor progress through the scouting movement | Relevant leaders and relevant members of group executive. Some information (e.g. specific awards) may be shared with the Scout District. | 5 years after the young person leaves the group. |
| Financial records | Membership fees, camp fees, other payments for specific items, gift aid forms | GSL, section leaders, group executive | To ensure that all fees due are paid. Gift aid information allows the charity to claim gift aid in accordance with the Government's scheme. | GSL, leaders, treasurer, membership secretary, Chairman of group executive | 5 years after the young person leaves the group. Gift Aid information in accordance with legal requirements (currently six years after last claim) |
| Photographic & image data | Photographs and video footage of members and other participants taken during group activities. Permission is sought by | GSL, section leaders, group executive | This allows the leaders to promote the activities undertaken within the group, share information and activities with the parents/guardians and on occasions promote the group externally | Section specific Facebook groups for the parents/guardians and relatives of the members. A general Facebook page for parents, guardians and relatives and the general public. | Indefinitely. |



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|-------------|---|-----------------|--------------------------------|---------------|-------------------------|
| | completion of a form when the young person joins the group. | | | | |