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General Data Protection Regulation

From the 25th May 2018 the General Data Protection Regulation (GDPR) comes into force. As such, the Group is required, by law, to explain the data we hold on members of the Group, why we hold it, and the procedures we have in place to manage it.

Data Held

GDPR defines two broad categories of data type - Personal Data and Sensitive Personal Data.

Personal Data

As a Group, we hold **Name, Address, and Dates of Birth** for all young members. We **do not** hold **Email Address** or **Telephone Numbers** for young members, except where parents have provided the Group with an email address for a young member to access their own records through Online Scout Manager.

As a Group, we hold **Name, Address, Email Addresses, and Telephone Numbers** for all adult members of the Group, including members of the Group Council acting as contacts for young members (i.e., parents and guardians). Please note that, as a parent/guardian of a young member, you are automatically considered a member of the Group Council.

As a Group, we additionally hold **Dates of Birth** for adult volunteers (i.e., leaders, Section Assistants, and regular adult helpers), and members of the Executive Committee. We also hold Organisation and Section joining dates.

Sensitive Personal Data

As a Group, we hold Race, Ethnic Origin, and Health for all young members. We hold Religion information only if this has been optionally supplied to us.

As a Group, we hold **Race, Ethnic Origin, Health, and Religion** information on all adult volunteers and members of the Executive Committee, with "Prefer not to say" being an option for **Race, Ethnic Origin, and Religion**.

We do not hold sensitive personal data for adult members of the Group Council, except as where those members are also leaders or members of the Executive Committee.

Legitimate Purpose

The Group holds data for members of the Group for the following reasons:

- Provision of emergency contact details (i.e., In Touch).
- Provision of insurance during Scouting activities.
- Annual census for the monitoring of the Scout Organisation's inclusion policies.
- Records of meeting and event attendance.
 - These records are used for track and trace purposes, where necessary.
- Payment records against term subs and event (we do not hold bank details).

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- Training progress and records (adults).
- Badgework records and progress (young members).
- Health and dietary issues and requirements, for the safety and protection of adults and young members participating in Scouting activities.
- Religion is collected such that beliefs and religious requirements can be respected.
- Data is collected with respect to adult volunteers within the Group for the purpose of disclosure checks and safeguarding.

How We Hold Data

All data for young members, and contact data for parents/guardians, and contact data for volunteers within an online data management system with a proven track record on data security. This system, **Online Scout Manager** (onlinescoutmanager.co.uk) is used by many Scout, Guide, and other youth organisations throughout the UK. It has undergone a development to ensure GDPR compliancy. Online Scout Manager (OSM for short) is our primary data system.

The Group additionally holds data on all adults (except casual volunteers) within the Scouting Organisation's central online data system, **Compass**. No data regarding young members is stored within Compass. Data stored within Compass is held for the purpose of adult training, permit records, disclosure checks, and safeguarding.

We hold personal and sensitive personal data on a temporary basis, for young people and adults, as relevant on a case-by-case basis to events we are organising and/or participating within. This includes:

- Name
- Date of Birth
- Name, Address, Telephone, Email of Parent/Guardian emergency contact
- Dietary information
- Health information
- Name, Address, Telephone of health contact (e.g., family GP)
- Race, Ethnic, and Religion if they are relevant to the event (e.g., for dietary and activity planning and participation), otherwise these are not held

This data is held on paper record for the duration of the event, in accordance with the Scouting Association's policy and advice on In Touch (members.scouts.org.uk/intouch), and is destroyed by shredding within 72 hours of the end of the event.

Data Updates

Event participation forms (e.g., camp forms) are often distributed prior to an event, which will be used to update data stored on OSM. Additionally, all members of the Group will periodically be invited to provide data updates, usually leading up to annual census or an event.

Any member of the Group can request a correction or update of their data at any time. All such requests will be applied to our data systems within 72 hours.

Data Retention

We retain data for members up to the point that they no longer are members of the Group, plus four years. This is in accordance with the Scouting Association's policies, and covers possible claims against the Group and the Scouting Organisation (insurance etc.). After that period, an individual's data is removed from our records and backup systems, but c.f. "Legacy Data" below.

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Subject Access Request

All members of the Group have the right to request copy of the data held against themselves or a minor in their legal care (as parent or guardian). Access requests will be fulfilled by the Group within 5 days of a request being made, and can be delivered in digital or hardcopy output.

Subject access requests can be made to the Data Protection Officer (c.f. Contacts).

Right of Removal

Under GDPR, all individuals the Group holds data on has a right to be removed from our data records. Requests for removal will be fulfilled within 72 hours.

Removal requests can be made to the Data Protection Officer. The request will involve the Data Protection Officer, Group Scout Leader, and relevant Section leaders.

Important note: Without certain data, the Group cannot operate safely with respect to the young members, nor can it properly record progress through training, badges, etc. It is therefore a **requirement** from the Group that we hold such data on all members as to provide a safe environment for all members, young and adult, to engage in Scouting activities. To that end, the Group will, by necessity, exclude individuals from participating in Group activities if insufficient data is available for that individual.

Legacy Data

For the purpose of documenting the history of the Group (e.g., recording past trophy winners), the Group retains legacy data on a Name-only base. No other personal or sensitive personal data will be held beyond this, and no legacy data will be retained for any other purpose.

Legacy data is accessible to all members of the Group by request to the Data Protection Officer or the Group Scout Leader. These requests will be fulfilled within one week.

Legacy data is held in document form (e.g., lists of trophy winners).

Data Responsibility and Access

Responsibility for managing data held by the Group, processing Subject Access and Removal Requests, managing access permissions, and maintaining consistency in the Group's approach to the systems used for data storage, is the responsibility of the Group's Data Protection Officer.

Access to personal and sensitive personal data is provisioned such that:

- Section leaders possess read/write access to data held for members of their Section.
- Section leaders possess read-only access to data held for other members of the Group.
- All adult members possess read/write access to their own data through Compass.
- The Data Protection Officer possesses read/write access to all data held by the Group, but not that held on Compass.
- Parents/guardians have access to their own and their young member's data held on OSM by the Group via My.SCOUT.
- Occasional helpers, Section Assistants, and roles within the Executive Committee are not automatically granted access to data held by the Group. Partial access to data is granted, where such data is necessary to perform their role (e.g., Badge Secretary has access to badge records, which are held against a young member's name).
- The Group Scout Leader, in accordance with the Scouting Association's policies, has access to all data held on Compass for adult members of the Group.

Please reference the section on Contacts.

Data Processes

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The Group maintains processes for:

- Acquiring consent from members to hold data.
- Adding members' personal data.
- Maintaining members' personal data.
- Processing Subject Access Requests.
- Processing Removal Requests.
- Automatic Removal.
- Handling data protection breaches.

Acquiring Consent

Our Group's Membership Form operates in conjunction with this document, provisioning a signed declaration of a subject's consent for the Group to store such personal and sensitive personal data as outlined within this document, for the purpose of the Scouting activities of the Group. The Group does not request nor imply consent to use any individual's data for any other purpose.

Consent is a **mandatory** condition of membership, to ensure the proper and safe operation of the Group for all members.

Adding Data

Data will be added to our data systems from the following three sources only:

- The Group's Membership Form.
- Forms (e.g., Permission to Camp) provided to parents/guardians to request information pertinent to certain activities.
- The Scout Association's Adult Member Information and Identity Checking Forms.

The responsibility of adding this data to our systems is that of the relevant Section leader, or the Group Scout Leader with respect to adult volunteers. The Data Protection Officer is responsible for ensuring accuracy of the data entered and the maintenance of that data thereafter.

Forms provided to the Group will be destroyed once data has been entered and has been checked by the Data Protection Officer, **except** where sections of the forms must be retained for reference. In this instance, the Data Protection Consent and the Gift Aid sections of the Membership Form, which must be retained for data protection and HMRC records respectively.

Maintaining Data

The Data Protection Officer have a duty to maintain data held within the Group. This responsibility is in part delegated to relevant parties: Section leaders for young members within their Section; the Group Scout Leader for adults within the Group.

Adult members and parents/guardians of young members within the Group have a duty to inform Section leaders and/or the Data Protection Officer, as relevant, of changes to their or their young member's data (e.g., changes of address, contact details, etc.).

The Group cannot be held responsible for data held that becomes inaccurate through changes, if such changes have not been properly reported to the Group by data subjects or those responsible for them.

Parents/guardians have the provision to maintain the data held by the Group for them or those they are responsible for, through My.SCOUT. Should a parent/guardian choose to use this facility, they are responsible for the accuracy of the data held.

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Processing Subject Access Requests

Subject Access Requests must be made to the Data Protection Officer, and can only be made by an individual with respect to their own data and those young members that they are responsible for.

Subject Access Requests will be processed within 5 days, using the reporting tools provided by the OSM system and, if relevant, Compass.

Dormant vs. Removal

An individual's data is **dormant** when it is retained, but is not generally accessible to any but the Data Protection Officer. A dormant record has been marked as such within data, but has not been permanently removed. A dormant record can be returned to normal access (e.g., if a member re-joins after leaving, prior to removal).

An individual's data is **removed** when it no longer exists within our data records. A removed record has been permanently removed, and can no longer be retrieved by anyone. A removed record cannot be un-removed.

Processing Removal Requests

Removal Requests must be made to the Data Protection Officer, and can only be made by an individual with respect to their own data and those young members that they are responsible for.

Removal Requests will be processed within 72 hours, using the tools provided by the OSM system. Removal from Compass, where relevant, requires the Data Protection Officer to put a request forward on behalf of the individual to the Scout Association. Alternately, the individual can put in a request to the Scout Association independently.

To reiterate, for safety and safeguarding responsibilities and proper administration of the Group, the leadership team must have access to certain data, as outlined within this document. Without access to this necessary data, an individual's participation within the Group's Scouting activities will be limited.

Automatic Removal

Once a member leaves the Group, their data is subject to the following process:

- If the member has moved to another Group, their data will be forwarded to that Group. The new Group will become responsible for the maintenance of that data. We will retain (but not maintain) the individual's data in a state of dormancy for a period of 4 years, after which their data will be removed completely from our systems, except as pertaining to Legacy Data.
- If the member has left the Scout Movement, the data records held against them by the Group will be made dormant for a period of 4 years. After this period, their data will be removed completely from our systems, except as pertaining to Legacy Data.
- The process of removing an individual completely from our systems is, by necessity, a manual one, such that necessary checks and tests to ensure complete removal can be undertaken.
- The triggers to prompt removal of an individual's data are automatic, and are set at the point an individual's records are made dormant by the Group.
- The Data Protection Officer is responsible for maintaining these triggers and the subsequent removal of data from our systems.

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- Section leaders have the responsibility of transferring records to new Groups and making records for young members within their own Sections dormant, under the advice and checks of the Data Protection Officer.

Data Protection Breaches

The systems we choose, and the processes for handling the data of individuals, are set to ensure that every effort is made to protect the data we hold. However, should a data breach occur, we shall:

- External access to data held by the Group will be suspended **immediately** upon the Group becoming aware that a breach has occurred.
- Inform all subjects directly affected by the breach within 48 hours. This time will allow the Group to understand the nature of the breach, and therefore provide useful information to those individuals affected with regards to any steps they must take, and the actions the Group are undertaking with respect to the breach.
- Inform all subjects we hold data for, including subjects held in dormant records, within 72 hours.
- All subjects will be kept apprised of the progress of any progressing investigation into the breach.
- External access to data will be restored only when the Data Protection Officer has examined the results of any investigations, and is confident that the means by which the breach occurred has been properly dealt with and prevented from occurring in the future.

The natures of potential breaches are broad, thus the exact shape of the steps that will be taken if a breach does occur will be dictated by the nature of the specific breach. Subjects will be informed of the steps being taken, within the outline of the process described above.

Data Protection Contacts

The following individuals within the Group are bound by the scope of this document:

Data Protection Officer

The Data Protection Officer is a member of the Executive Committee.

Until a specific Data Protection Officer has been assigned, the responsibilities for this role will be handled directly by the Group Scout Leader.

Contact: Ian R Malcomson, gsl@4thnorthamptonscouts.org.uk, 07840 072 849

Data Protection Working Party

This document has been formed with the input and assistance of the Group's Data Protection Working Party. These individuals have an understanding of data protection processes, and what they mean.

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Section Leaders

Section leaders have responsibility for data pertaining to members of their Section.

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