



GDPR Guidance for Leaders and Group Executive Committee (Sep 2017 checked Sept 2023)

Essential Reading

The processing of **personal data** is governed by the General Data Protection Regulation (the "GDPR"). **Personal data** is information relating to a living individual who can be identified from that data. Leaders and Group Executive Committee Members **MUST** complete the online GDPR training which can be accessed [here](#) and send a screenshot or certificate, confirming this has been completed to cubrikki@hotmail.co.uk

1. When processing personal data / information:

- Do ensure the data/information is accurate and up to date.
- Do store data securely e.g.
 - use Compass or Online Scout Manager
 - in **exceptional** cases, where information is held on a local system (e.g. personal laptop), make sure the data / laptop is password protected.
- Do use OSM for communicating with parents. In exceptional cases when you need to use email, use 'BCC' facility to avoid disclosing personal email addresses.
- Do destroy or securely delete data which is no longer needed.
- Do protect personal data from loss, misuse, unauthorised access and disclosure.
- Do not ask for information where there is no valid reason to hold this information.
- Do ensure we have explicit (opt-in) consent to use photos.

3. Paper records:

- Do hold paper records securely (e.g. in a locked filing cabinet) and transfer the data to an online system asap e.g. Compass or Online Scout Manager.
- Do destroy paper forms securely e.g. shredding machine.
(Gift Aid forms are held by the Group's Membership Secretary and retained for 7 years.)

4. Events / Camps:

- Do take only **essential** information to events / camp as it is likely to be less secure e.g. printouts of personal contacts and medical information.
- Do keep data secure when in transit e.g. use a lockable brief case.
- Do destroy paper printouts asap.

5. Sharing and transferring personal Information:

- Do only share personal information with other leaders and Executive members, on a need to know basis.
- Do only share personal information outside our Group where we have a legal obligation e.g. Leighton Linslade District, TSA, Unity, health professionals, local authority services and law enforcement.
- Do transfer personal information if a person moves to another Scout Group or Explorer Scout Unit.

6. Data breaches / request to access to data:

- Do refer to GSL or Executive Committee asap

Additional Information

Our [Privacy Notice](#) is published on our website

People have a right to:

- Be informed how their data will be used (Privacy Notice)
- Know what data we hold
- Update their data if it's inaccurate or if something is missing
- Ask us to delete any personal data unless there are some exceptions, e.g. legal reasons, not to do so
- Restrict any further use of their data if the data is incorrect
- Ask us to share data digitally – e.g. pdf.
- Object to how their data is used.

What we use personal data for:

- Personal and medical information (including additional needs) - for the protection of the young person whilst in the care of the Scout Group
- Religious data to respect a person's beliefs with regards to activities, food and holidays
- To administer membership records
- To fundraise and promote the interests of the Scout Group
- To manage volunteers
- To maintain our own accounts and records (e.g. gift aid applications)
- To inform parents of news and activities

The legal basis for processing personal data

- To comply with our legal obligations
- To contact parents about the welfare of children, meetings, events, collection of membership fees etc, (i.e. for the day to day running of the group)
- Where it is in a person's legitimate interest e.g. to make contact about products or services within scouting *unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.*

Third Party Data Processors

We share data with third party processors:

- **Compass** (personal information of leaders, adults and parents who have undergone a Disclosure and Barring Service (DBS) check)
- Online Youth Manager Ltd (**Online Scout Manager or OSM**) to record personal information of young people, badge records, online payments, event and attendance records etc.
- Xero which is an online accounting system which we use to process and record financial transactions including membership fees.

Retention Periods

- Full personal information is kept on OSM, as long as a person continues to be a member of 1st Linslade Scout Group. Limited personal information is kept for a period of up to 15 years (or until the age 21) to fulfil our legal obligations for insurance and legal claims (name, badge and attendance records)