

**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 **MUS**T complete the online GDPR training which can be accessed [here](https://members.scouts.org.uk/training_module/GDPR_elearning/#/) 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**](https://www.1stlinslade.org.uk/?page_id=748) 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)