

Data Protection and Privacy Policy

1st Locksheath Scouts Data Protection and Privacy Policy

Effective Date: 01/07/2025

Review Date: 01/07/2026

Version: 1.0

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1. Definitions and Purpose

1st Locksheath Scouts (“the Group”) is committed to protecting the personal data of its members, leaders, volunteers, and associated individuals in accordance with the UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018, and The Scout Association’s Policy, Organisation and Rules (current version). (“POR”)

This policy outlines how we collect, store, use, and protect personal information.

2. Data Controller

The Group Lead Volunteer (GLV) is the designated Data Controller.

Contact:

Gordon Kidson-Petlem
glv@1stlocksheathtscouts.org.uk
07920 816 457

3. Personal Data We Collect

We may collect the following types of data:

- Personal details: Full name, date of birth, gender
- Contact details: Address, Email addresses, phone numbers of members and guardians
- Emergency contact information
- Medical information: Allergies, medications, conditions, GP contact details
- Scouting information: Badge records, attendance, activity consents
- Photographs and videos for group use and promotion (with consent)
- Bank Account details for volunteers and parents

4. How We Use Personal Data

We collect and use data only for lawful purposes, including:

- Administering Scouting activities and events
- Administering Group finances
- Communicating with parents/guardians and members
- Ensuring the safety and well-being of young people, volunteers and other participants in our activities.
- Maintaining records of achievements and progress
- Managing fundraising or promotional activity (with consent)

5. Legal Bases for Processing

We rely on one or more of the following lawful bases:

- Consent (e.g. for photographs)
- Legal obligation (e.g. safety, safeguarding)
- Vital interests (e.g. medical emergencies)
- Legitimate interests (e.g. internal administration)

6. Data Sharing

We will share data within the group where there are operational reasons to do so.

We do not share personal data with third parties unless:

- Required by law (e.g. with The Scout Association or safeguarding authorities)
- Necessary for medical or safety reasons
- With your explicit consent

We may use third-party services (e.g. Online Scout Manager) that comply with UK GDPR

7. Data Retention

Our Data Retention policy is segregated into the different types of data subjects. Each section then specifies the data processes used for each of the data sets.

7.1. Young people

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until young person joins, or declines to join whichever is shorter	Required for placing individual on a waiting list for a place, and dealing with enquiries thereafter
Joining	Personal and Sensitive data (special category)	10 Years after the young person leaves	Required for enquiries on membership and to respond to enquires from HQ or statutory agencies regarding incidents
Events	Personal and Sensitive data (special category)	2 years after event	Required for enquiries on the event and responding to incidents

Data Process	Data Type	Retention	Justification
Incident – No medical intervention	Personal and Sensitive data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident
Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Attendance register	Personal data	2 Years	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation
HQ Youth award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period
HQ Youth award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions

7.2. Adult volunteers

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until adult volunteer joins	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership
Adult Information Form	Personal and Sensitive data (special category)	12 months or until approval checks and “Getting started”	Required to assist in the appointment process

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Data Process	Data Type	Retention	Justification
		training is complete, whichever is shortest	
Identity Checking Form	Personal data	Until ID data has been submitted to DBS/PVG and the vetting process is complete	Required to verify that the identity has been checked.
Events	Personal and Sensitive data (special category)	2 years after event	Required for enquiries on the event and responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident – No medical intervention	Personal and Sensitive data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident
Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Appointments Advisory Committee notes	Personal data	18 months	Required to review any training needs of adult volunteers
Adult award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period
Adult award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions

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7.3. Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until young person joins / declines offer of a place	Required for placing individuals young person on a waiting list for a place
Joining	Personal data	2 Years after the young person leaves	Required for enquiries on membership
One off events	Personal data	2 years after event	Required for enquiries on the event and responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident – No medical intervention	Personal data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident

7.4. Donors

Data Process	Data Type	Retention	Justification
Individual Givers	Personal Data	1 Year	To keep you informed of your donation
	Gift aid declaration	6 Years after donation	HMRC Tax Audit
	Direct debit mandate	6 Years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI

7.5. Customers

Data Category	Data Type	Retention	Justification
Finance	Transaction data	6 Years after purchase	HMRC Tax Audit or warranty period

7.6. Subject Rights Request

As a Subject Rights Request (SRR) can be made by any type of individual it is represented here. Data from an SRR will be retained for 7 years to allow for answers to queries and complaints raised in relation to the SRR.

7.7. Notes on Data Retention

Where possible, personal and sensitive (special category) data should be anonymised as soon as appropriate if they are to be retained for analysis or statistical purposes.

The retention of safeguarding data is handled by The Scout Association as part of the safeguarding policies and no data should be retained locally. This should be in line with The Scout Association 'Young People First', 'Yellow Card'

<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/CP%20Procedures%20Final%20Elec.pdf>.

Any incidents that have required medical intervention should be reported to The Scout Association for alignment to an incident category and to manage the process.

8. Data Security

We take appropriate security measures to protect data:

- Password-protected digital systems with 2FA where possible.
- Secure storage of paper records
- Limited access to personal data (only to authorised volunteers)

9. Your Rights

Under UK GDPR, individuals have the following rights:

- To access their personal data
- To correct inaccuracies
- To request erasure (in certain cases)
- To object to processing or request restriction
- To lodge a complaint with the Information Commissioner's Office (ICO)

10. Consent and Review

Where consent is required, it will be clearly requested and can be withdrawn at any time by contacting us.

This policy will be reviewed annually and updated as necessary.

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11. Contact

If you have any questions or concerns about this policy or how your data is handled:

Group Lead Volunteer, 1st Locksheath Scout Group

Gordon Kidson-Petlem
glv@1stlocksheathtscouts.org.uk
07920 816 457

Approved by:



Robert Williams
Group Chair on Behalf of
The Board of Trustees for
1st Locksheath Scout Group
01/07/2025

Date: