

6th Devizes Scout Group

GDPR Policy

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Introduction

This document describes the process put in place to ensure that Group practice meets the requirements of the General Data Protection Act 2018.

The Group

6th Devizes Scout Group consists of three sections, a Beaver Colony, a Cub Scout Pack and a Scout Troop as defined in the Policy, Organisation and Rules of the Scout Association. Each Section has a Section Leader and a number of Assistant Section Leaders along with a variety of parent helpers. Youngsters progress through the sections as they reach the required age. Once Scouts have reached the upper age limit they may move on to the local Explorer Scout Unit.

The Executive Committee oversees the running of the Group and ensures that both the aims of the Scout Association and the requirements of the Charity Commission are met. The Officers of the Executive Committee are Chairman, Secretary and Treasurer. The rest of the committee is made up of the Group Scout Leader, Section Leaders and parent representatives.

The Data

This document concerns the personal data held by the Group of all the Beavers, Cubs and Scouts within the Group. This data typically consists of

- Name
- Date of birth
- Address
- Parents/guardians names
- Parents/guardians contact details
- Medical information
- School attended
- Other information relevant to the child's home and/or health situation.

Privacy Notice

When collecting personal data from parents they need to be assured that

- The data will only be used in connection with managing the Group and its activities
- Only relevant data will be collected
- They will take steps to keep data up to date

They will be asked to sign their agreement to this. Their consent to this should be scanned and kept along with the data.

On-Line Scout Manager (OSM)

OSM is a database widely used throughout the Scout Association to

- Hold member information
- Contact the parents or guardians of the youngsters
- Track progress against badges
- Manage events such as camps and trips.
- Manage payments for events and subs
- Holding parent/guardian's consent to holding information

The proper use of OSM complies with the requirements of GDPR and is the preferred option for 6th Divizes Scout Group.

Use of OSM

Data held on OSM should be safe from a data breach. The following actions require careful management

- entry of data into OSM;
- extraction of data from OSM for use in events ;
- the deletion of data as members leave.

The following procedures should be followed

- Written data received when youngsters join the Group must be destroyed following entry onto OSM (typically shredded or burnt)
- Forms used for events (eg Permission to camp) that contain sensitive information must be destroyed after the event (typically shredded or burnt)
- Data on youngsters that are 'moving on' is transferred into the new section's area using the facilities of OSM.
- The accuracy of this data should be checked by the new section leader
- This is also true for youngsters moving from Scout to Explorer sections.
- When youngsters leave the Group for a reason other than going to Explorers their records must be deleted from OSM.

OSM Data Breach

If data from OSM gets into the public domain the following actions must be undertaken

- Inform the people identified in the data (if they don't already know).
- The Group Scout Leader will investigate the source of the breach and will identify any action that may help retrieve the information and/or close the breach.
- The GSL will decide whether the data breach needs to be reported to the Information Commissioner's Office, ICO. (This is unlikely to be necessary as the loss of the type of data held is unlikely to cause a situation that the ICO needs to be aware of.)

- Any action required must be implemented quickly and all users made aware of any new processes identified.
- The appendix to this document will be updated to record the breach and the action taken.
- If necessary the content of this policy will be updated to include the new procedures.

Compass

Compass is the Scout Association database that contains all of the information about adults in the movement. This system is assumed to comply with the requirements of GDPR.

At the Group level this is normally administered by the GSL but this may be delegated to another. However, the GSL should be responsible for its administration. Part of this responsibility involves terminating the adult's role once it has ceased to be current.

Applications for DBS checks are instigated from within Compass but are then handled by the Atlantic Data system which provides access to the Disclosure and Barring Service. Data on this system is transient, only being held whilst the DBS service is active.

District officers also have access to the Group's records on Compass. The District Appointments Secretary oversees Group appointments and invites new Leaders to Appointment Committees.

The District training team manages the training records for each Group leader.

Compass Data Breach

Data breaches occurring from the Compass or Atlantic Data systems are outside the scope of the Group's responsibility.

Appendix 1 Data Breaches