

5th Letchworth Scout Group Data Protection Policy

Purpose

This Policy defines how 5th Letchworth Scout Group [The Group] ensures that [The Group] protects the data provided by its members.

Scope

This Policy applies to all data held by 5th Letchworth Scout Group.

Policy

Commitment

Although The Group is exempt from registering as a Data Controller (as defined by The Data Protection Act [The Act]), it is still bound by the provisions of The Act.

Policy

It is the Policy of The Group to apply sufficient controls to ensure that all personal data held by The Group is held in accordance with the provisions of The Act.

Responsibility and Accountability

The Group Scout Leader is accountable to the Group's Executive Committee for the implementation of this Policy.

Implementation

This Policy comes into force on the date that it is agreed by the Group Executive Committee.

Approvals

Name	Role	Signature	Date
Gareth Howell	GSL		
Mark Payne	Chair		

Appendix – Data Held by The Group

The Scout Group holds a variety of personal data on Members and their families to ensure efficient administration and running of the Group. This data is described below:

Data Type	Description	Held By	Access
Membership Records	Name, address, date of birth, telephone, email, parents etc.	GSL and section leaders	All leaders and group executive. May include District leaders if attending large event. Passed annually to Scout District and headquarters as part of census return. Passed on to District Explorer Unit if the Member transfers.
Medical Data	Medical conditions, allergies and ailments that potentially impact on Scouting activities	GSL and section leaders	Leaders, plus medical practitioners if necessary. May include District leaders if attending large event.
Progress Records	Meetings, activities and camps attended, badges and awards gained and similar data	Section leaders	Leaders. Summary information e.g. specific awards may be shared with Scout District. Passed on to District Explorer Unit if

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Data Type	Description	Held By	Access
			the Member transfers.
Financial Records	Subs, membership fees, camp fees, group accounts and other monies	Group executive and section leaders	Leaders and group executive. Summary information passed to Scout District and Charities Commission
Photographic Data	Photographs and video clips of members and other participants taken during Group activities	GSL and section leaders	Entire information – group members only. Selected items – made available to public for publicity, see notes below.

Notes

1. The Scout Group is exempt from Data Protection Act registration requirements.
2. Scouting photographs and video clips may be used on the group Internet site and Facebook page. Scout Association guidance is applied so that names and addresses of the subjects are not shown.
3. Scouting photographs may be used in posters displayed in public places to promote the Group, to advertise events or recruit members etc., subjects are not identified.
4. Scouting photographs may be sent to local newspapers for promotional purposes or newspaper reporters may visit the Group to take photographs. The Group does not hold photographs taken by newspaper reporters. Newspaper policies usually involve the publication of the subjects' names but not their addresses.
5. Much of the data is held on The Group's membership and administration system, Online Scout Manager [OSM]. OSM is compliant with the provisions of The Act.
6. Any parent with concerns relating to this policy or wishing to exempt their child from any of notes 2, 3 or 4 should inform the Group Scout Leader in writing. We will then do our best to comply with your wishes, however this may not always be possible.