

Data Protection Policy for Harrogate and Nidderdale District Scouts (HANDS)

Issue 1 : April 2018

About this policy

This Data Protection policy applies to all operations of Harrogate and Nidderdale District Scouts, including the Thornthwaite Campsite and Activity Centre. It does not cover the operations of groups who should have their own policy.

The policy is designed to ensure that HANDS complies with its obligations under the Data Protection Act (to be replaced with the General Data Protection Regulation (GDPR) in 2018) and conforms to the following eight data protection principles:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - a. at least one of the conditions in [Schedule 2](#) is met, and
 - b. in the case of sensitive personal data, at least one of the conditions in [Schedule 3](#) is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The District Secretary is the owner of this policy and responsible for its regular review (at least yearly) and update as necessary. The District Secretary acts as our Data Protection Officer.

The personal data we hold

Data description	Personal data included	Stored using	Retention policy	Responsible officer
Information about our members	Contact information, appointments, training records, activity permits and awards. <i>(Includes sensitive data, as defined)</i>	For adult members - Compass membership management system, provided by UK Scout Association	Retained whilst a current member. A subset of data is retained when a membership ceases in order to support the vetting policy should the person reapply for membership	Appointments Secretary
Information about Safeguarding incidents	Contact information and information regarding the nature of any allegation, the status and outcome of the investigation	Paper, District email and Electronic Files	Indefinitely	District Commissioner
Information about accidents and near misses	Contact details and nature of accident	Paper form stored in District Office	3 years after end of investigation	District Chairperson
Information about our event attendees	Name and address of group leader, name, DOB, special diet and medical condition of each participant	Paper forms stored in District store, also electronic files	3 years from end of event. Aggregated summary statistics indefinitely.	District Administrator
	Contact details, next of kin information, medical conditions and special diets. <i>(Includes sensitive data, as defined)</i>	Paper forms stored in District store, also electronic files	Destroyed after event, unless medical incident and then kept for 3 years	

Information about general enquirers	Contact information and nature of enquiry, which may contain personal data	County or District email system	Indefinitely	District Secretary
Information about complainants	Contact information and nature of complaint, which may contain personal data	County or District email system	Indefinitely	District Secretary
Information about our customers	Contact information	Paper forms stored in secure cabinet Electronic files	1 year after booking occurs In case of electronic files 5 years after last booking	Thornthwaite Booking Secretary
Credit card and bank details of customers and suppliers	PAN number, expiry date, CCV number, sort-code and account number	Paper forms stored in secure cabinet	3 years from last booking	Thornthwaite Booking Secretary
		3 rd party merchant (e.g. Paypal or Worldpay)	As per merchant's policy	Thornthwaite Booking Secretary
Information about people registered for our website	Contact information and which Group they belong to	Wordpress	Indefinitely, unless the individual requests removal	Website manager

For completeness, we also hold the following information which is not categorised as Personal Data but has the following retention policies applied:

Data description	Retention policy	Responsible Officer
Finance – purchase ledgers, record of payments made, invoices, bank paying in counterfoils, bank statements, remittance advices, correspondence regarding donations, bank reconciliation.	7 years	District Treasurer
Finance – Receipt cash book and sales ledger	10 years	District Treasurer
Finance - Fixed assets register	Indefinitely	District Treasurer
Finance - Deed of covenant/Gift aid declaration and legacies	6 years after last payment made	District Treasurer

Buildings – Deeds of title	Indefinitely	District Treasurer
Buildings – Leases	15 years after expiry	District Treasurer
Buildings – Documentation regarding plant and machinery	Until 1 year after disposal	District Treasurer
Buildings – records of major refurbishments, warranties, planning consent, health & safety files	13 years after completion of project	District Treasurer
Trustee’s minutes	Indefinitely	District Secretary
Annual accounts and annual reports	Indefinitely	District Secretary
Investment and insurance policy records	7 years after disposal	District Treasurer
Insurance policies	Indefinitely	District Secretary
Health and safety records	3 years	District Secretary
Contract with customers, suppliers or agents, licensing agreements, rental/hire purchase agreements, indemnities and guarantees and other agreements or contracts	6 years after expiry or termination	District Secretary

Our Security Policies

The following security policies will apply to the storing of personal data as outlined in this policy. These security policies are mandatory.

Overarching policies

- ☑ **Need to know** – We only give people access to the data that they need to carry out their role. If people change roles, we review access accordingly.
- ☑ **Transporting data** – We only transport data using physical media if absolutely necessary and then using encrypted media only.
- ☑ **We keep people informed** – we tell people why we are collecting their data and how we use it, at the point in time we collect it.

Physical storage

- ☑ **Limiting storage** – We limit the amount of personal data we physically store to the absolute minimum. Only those with a need to know will have access to the data.
- ☑ **Locked** – Physical documents with personal data will be store in a locked cabinet.

Third parties

- ☑ **Third party processing** – Other than the Scout Association, we limit the use of third parties to process personal data collected by HANDS District and only do so where we have the express permission of the District Chair.
- ☑ **Third party compliance** – We ensure third parties we contract with to store personal data comply with the principles of this policy, have an information security policy in place and ideally hold an information security standard (such as ISO 27001).
- ☑ **Limiting exports** – When exporting data from third party systems (e.g. Compass), we only export the data we need for the purpose we need it for.

Consent

Where we do not have a lawful basis to hold or process data, we will seek the express consent of individuals to hold data about them. This will be by specific and unambiguous statements that

must be opted-into on any forms (electronic or otherwise) and systems. In some circumstances due to the organisation of the Scouts, we ask our members to ensure they have express consent for the data they are submitting to us.

An example for an event we are organising:

"I consent to my name, date of birth, and information about my special diet to be used for the purposes of administering the event by ensuring that the correct security wristband is assigned, and meal options provided. We will not use this data for any other purpose than this event, except in aggregate to provide statistics for historical reference. We will delete this data one year after the event ends."

Data Subject Access Requests

Should a member of HANDS Scouts or a member of the public request a copy of any personal information which HANDS Scout District Council holds, then the following process should be followed:

☑ The individual should write to the District Secretary (secretary@harrogatescouts.org.uk) outlining the personal data they are seeking to obtain.

☑ The District Secretary shall acknowledge the request by email.

☑ The District Secretary shall seek to verify the identity of the individual and that they are lawfully entitled to request a copy of the personal data. This may involve asking for information such as a membership number, date of birth, address, or documentary evidence.

☑ The District Secretary will collate the data requested, noting that we cannot provide data held by other organisations such as the Scout Association or Groups. The data should be carefully analysed to ensure it does not refer to any other individuals, in which case it should be redacted.

☑ Within 30 days of receiving the request, the District Secretary will provide the data to the individual. This will normally be by email.

☑ There will be no charge.

For more information about our legal obligations, refer to the ICO website.

Right to erasure (Right to be forgotten)

Should a member of HANDS Scouts or a member of the public wish for their personal information to be erased, then the following process should be followed:

☑ The individual should write to the District Secretary (secretary@harrogatescouts.org.uk) outlining the personal data they are seeking to erase.

☑ The District Secretary shall consult the District Chair and District Commissioner to make a decision as to whether the request should be processed. Guidance from the ICO should be followed. Whilst HANDS Scouts will not seek to refuse the request unreasonably, it has a number of statutory obligations to comply with and uses personal data as part of its vetting and safeguarding procedures.

☑ If it is deemed that the data shall be deleted, then the District Secretary will confirm to the individual the timescales involved and instruct the necessary responsible officer to delete it.

Correcting inaccurate personal data

Should a member of HANDS Scouts or a member of the public believe that information that we hold about them is inaccurate, they should write to the District Secretary (secretary@harrogatescouts.org.uk) outlining the inaccuracy. The District Secretary will then seek to correct the data and confirm back to the individual.

Reporting a breach

A breach is defined as any event which “leads to the destruction, loss, alteration, unauthorised disclosure of, or access to, personal data”. If a breach occurs, the District Secretary should be immediately informed (secretary@harrogatescouts.org.uk).

The District Secretary (in consultation with the District Chair and District Commissioner) will need to consider if the breach is likely to “result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage”. If it does, the ICO should be informed within 72 hours of the breach occurring.

If the breach results in a high risk to the rights of the individuals involved, they should also be informed directly.

District Website

The District shares a summary about the data it holds and how it processes it on its District website at (insert link here). The website also provides information on how to submit a data subject access request and right to be forgotten request.