

The 1st Dullingham and Stetchworth Scout Group

GDPR Policy

Policy Version: 1.0

Date of Issue:

Review Due:

Policy Owner: Group Scoutmaster (GSM).

1. Purpose of this Policy

This policy explains how the 1st Dullingham and Stetchworth Scout Group (“the Group”) collects, stores, uses, and protects personal data in compliance with the UK GDPR and Data Protection Act 2018 (or EU GDPR where applicable). It applies to all members, leaders, volunteers, and parents/guardians who provide personal information.

2. What Personal Data We Collect

- Member information: Name, date of birth, address, medical information, emergency contacts, dietary needs, achievements, attendance.
- Parent/guardian details: Name, address, phone numbers, email addresses.
- Volunteer/leader details: Name, address, contact details, training records, DBS information.
- Photographs and videos: With consent, for record-keeping or promotional purposes.

3. How We Collect Data

- Paper forms (e.g., membership forms, health forms, consent forms).
- Electronic forms and emails.
- Communication platforms such as WhatsApp (see section 8).

4. Why We Collect Data

We process personal data for:

- Membership administration and communication.
- Health and safety management during activities.
- Planning events, camps, and activities.
- Meeting legal and safeguarding obligations.
- Emergency contact purposes.



5. Lawful Basis for Processing

Our lawful bases include:

- Contract – to provide scouting activities to members.
- Legal obligation – safeguarding, safety records, accounting.
- Consent – for non-essential activities such as photography.
- Legitimate interest – internal group communications and administration.

6. How We Store Data

- Paper forms: Kept in secure, locked storage accessible only to authorised leaders.
- Computer records: Stored on password-protected devices and/or secure cloud storage.
- Retention: Data is kept only as long as necessary, typically:
 - * Membership and health records: up to 1 year after leaving.
 - * Accident/safeguarding records: minimum 3 years or longer if legally required.
 - * Financial records: 6 years.

7. Sharing Data

We will only share personal data:

- With emergency services if required for safety.
- With relevant scouting authorities (e.g., District/County/Headquarters) for administration, training, or safeguarding.
- With third-party service providers (e.g., event organisers, camp sites) where necessary and with appropriate safeguards.
- We do not sell or pass personal data to marketing companies.

8. Use of Personal Mobile Phones & WhatsApp- Leaders may use their personal mobile phones to contact parents/guardians for official scouting purposes only.

- A WhatsApp group may be used to share updates, reminders, and urgent communications between leaders and parents/guardians.
 - * Membership of the group is voluntary.
 - * Phone numbers will be visible to all group participants.
 - * Parents/guardians who join agree to their phone number being visible to other members of the group.
 - * Leaders will ensure messages remain relevant to scouting activities.
- Mobile phones used for scouting purposes must be:
 - * Locked with a passcode or biometric security.
 - * Kept secure at all times.
 - * Not used to store unnecessary personal data.



9. Your Data Rights

Under GDPR, individuals have the right to:

- Access a copy of their personal data.
- Request correction of inaccurate data.
- Request deletion of their data (where legally possible).
- Restrict processing or object to processing.
- Request transfer of data to another organisation.

Requests should be made in writing to the Group Data Protection Lead (contact below). We aim to respond within one month.

10. Data Breaches

If personal data is lost, stolen, or accessed without authorisation:

- The Group will take immediate steps to contain the breach.
- Serious breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours.
- Affected individuals will be informed where required.

11. Review and Updates

This policy will be reviewed annually or sooner if required by changes in legislation or practice.

Approved by:

12. Acknowledgement by Leaders

I have read and understood the policy. I agree to follow it and report DE&I concerns.

Name	Role	Signature	Date



