

2ND RUGELEY (HILLSPRINGS) SCOUT GROUP DATA RETENTION POLICY

1. Young People

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until young person joins, whichever is shorter	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	2 Years after the young person leaves	Required for enquiries on membership
	Photographs and Video Material	Indefinite, or until the parent of the young person requests deletion	Retained for historical purposes Published material is in the public domain
Events	Personal and Sensitive data (special category)	2 months 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	Until the young person is 21 or 3 years, whichever is greater	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	18 months	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

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
	Photographs and Video Material	Indefinite, or until the volunteer requests deletion	Retained for historical purposes Published material is in the public domain
Adult Information Form	Personal and Sensitive data (special category)	12 months or until approval checks and "Getting started" training is complete, whichever is shortest	Required to assist in the appointment process
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 months 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	Until the adult volunteer is 21 or 3 years, whichever is greater	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

3. Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until young person joins	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 months 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	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident

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

5. Additional Notes

5.1. Minutes

5.1.1. Government guidance to Charities is that meeting minutes are kept for the entire lifetime of the charity as they record the results of important decisions.

5.1.2. Such documents may refer to members, parents/guardians, helpers and leaders and other 3rd parties.

5.2. Anonymisation

5.2.1. Some personal and sensitive (special category) data is anonymised and retained for analysis and statistical purposes by the Group and The Scout Association.

5.3. Safeguarding

5.3.1. The retention of safeguarding data is handled by the Scouts UK Headquarters as part of the safeguarding procedures and no data is retained locally.

5.3.2. This is in line with the Scouts 'Young People First', District Commissioner Procedures (<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/CP%20Procedures%20Final%20Elec.pdf>).

5.4. Incidents

5.4.1. Any incidents that have required medical intervention are reported to the Scouts Information Centre for alignment to an incident category and to manage the process.

5.4.2. This includes the following information:

5.4.2.1. Name of injured person, membership type, Group/Unit, District and County

5.4.2.2. Date of incident

5.4.2.3. Activity being undertaken

5.4.2.4. Nature of the injury and severity (were they kept in hospital overnight)

- 5.4.2.5. Any external agencies involved
- 5.4.2.6. Who is reporting the incident and how can they be contacted

5.4.3. This information is subject to the retention policy of The Scout Association.

5.5. **Access Requests**

5.5.1. Copies of records collected for the purpose of responding to information requests under data protection legislation will be kept for 1 calendar month, following the delivery of the information, to support any enquiries.

5.6. **Backups**

5.6.1. It is possible that copies of data are stored in backups by our 3rd party processors and on computers and devices used by the group.

5.6.2. This data is not considered operational data and is not normally accessed or processed.

5.6.3. It will not be deleted under the retention policy as that would potentially remove other data which we are obliged to keep, or may be required in the future.

5.6.4. Every care will be taken by the group to delete any personal data, which is outside of its retention period, if it restored during a recovery process.