

# ARDROSSAN SCOUT GROUP – DATA PROTECTION POLICY

<b>Policy information</b>	
<b>Organisation</b>	Ardrossan Scout Group
<b>Scope of policy</b>	Member data used to manage the group.
<b>Policy revision history</b>	7 Nov 2018. AD. 4 May 2021 AD.
<b>Policy prepared by</b>	Group Committee
<b>Date approved by Committee</b>	
<b>Policy next full review date</b>	1 May 2022
<b>Introduction</b>	
<b>Purpose of policy</b>	This policy describes how Ardrossan Scout Group will comply with GDPR (General Data Protection Regulation).
<b>Types of data</b>	Personal information is held to enable effective management of the group. Some sensitive personal information about members may be recorded to ensure medical conditions are known and can be managed by section leaders.
<b>Policy statement</b>	The group is committed to comply with GDPR. As a “Non-Profit Making” organisation it is not required to register with ICO provided CCTV is not being used.
<b>Key risks</b>	<ul style="list-style-type: none"> <li>● Personal information is inaccurate causing upset or inconvenience to the individual.</li> <li>● Personal information is obtained by unauthorised users and misused to the detriment of the individual.</li> </ul>
<b>Responsibilities</b>	
<b>The Scout Group</b>	The Executive Committee has overall responsibility for ensuring that the group complies with its legal obligations.
<b>Data Protection Officer</b>	<p>The committee performs this role. Their responsibilities include:</p> <ul style="list-style-type: none"> <li>● Reviewing Data Protection and related policies</li> <li>● Dealing with Data Protection issues and subject access requests</li> <li>● Approving disclosures of personal data</li> <li>● Approving contracts with Data Processors</li> </ul>
<b>Employees &amp; Volunteers</b>	All volunteers who use personal data should read and understand this policy.
<b>Security</b>	
<b>Scope</b>	Data Protection for all members personal data held by the group.
<b>Security measures</b>	Members information will only be recorded in password protected industry standard “cloud based” systems that meet GDPR requirements.
<b>Business continuity</b>	All member information will be backed up to enable recovery in the event of a catastrophic data loss. Member information will be backed up as part of the hosting agreement.
<b>Breach</b>	In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the group shall promptly assess the risk to people’s rights and freedoms and if appropriate report this breach to the ICO.
<b>Specific risks</b>	<ul style="list-style-type: none"> <li>● Personal data extracts could be taken from secure systems and left unsecure on local drives with risk of being stolen. Any such extracts will be deleted as soon as they are no longer required.</li> <li>● Personal data may be given out to unauthorised parties. Volunteers will only give out personal details to other members for group business.</li> </ul>
<b>Data recording and storage</b>	
<b>Accuracy</b>	The group will strive to ensure data is as accurate as possible by providing members with the ability to check and correct their own information and regularly reminding them to do so by running occasional campaigns using notices, email, website and social media.
<b>Updating</b>	Old data may be retained to carry out our legal responsibilities relating to safeguarding young people. If it is no longer required it will be removed.

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<b>Right of Access</b>	
<b>Responsibility</b>	Any right of access request will be handled by the group committee within two months.
<b>Procedure for making request</b>	Formal right of access requests must be in writing.
<b>Provision for verifying identity</b>	If the individual making an access request is not known personally then ID will be requested before information is given out.
<b>Charging</b>	No fee will be charged.
<b>Procedure for granting access</b>	All members will have the ability to check their information on-line.
<b>Transparency</b>	
<b>Commitment</b>	The group will ensure that all members are aware of their personal data rights.
<b>Procedure</b>	<ul style="list-style-type: none"> <li>● New members. On the web site and at the time of joining.</li> <li>● Existing Members. From time to time by email, HQ notices, social media or web site.</li> </ul>
<b>Responsibility</b>	Group committee & Section Leaders.
<b>Lawful Basis</b>	
<b>Underlying principles</b>	Refer to the Group's Privacy Policy.
<b>Opting out</b>	Members will be able to control their privacy setting by contacting the Section Leader.
<b>Withdrawing consent</b>	The group will retain data for a certain length of time, even though consent for using it has been withdrawn, if there are legitimate reasons for doing so.
<b>Employee/Volunteer training &amp; Acceptance of responsibilities</b>	
<b>Role Description</b>	All volunteers who have access to any kind of personal data should have their responsibilities outlined in the role description for their post.
<b>Continuing training</b>	Any Data Protection issues arising should be raised without delay with the group committee.
<b>Procedure for signifying acceptance of policy</b>	All volunteers will be given copies of this document and the group's Privacy Policy and asked to sign to indicate agreement.
<b>Policy review</b>	
<b>Responsibility</b>	Group committee.
<b>Timing</b>	Policy review should start 2 months prior to review data.