



Data Policy

Version 1.1 (20th February 2025)

Who is this for and what does it apply to?

This policy applies to all members and volunteers in 6th Basingstoke (Oakridge) who handle personal data about others, including young people and adults. Data protection refers to how we collect, store, and use any information that identifies individuals, in line with the General Data Protection Regulation (GDPR) and UK data protection laws. In Scouts, data protection applies to managing membership details, activity forms, and information used for fundraising or communication. However, it does not cover informal mentions, like names in meeting notes.

Our Commitment

We are committed to complying fully with GDPR and UK data protection laws. This means that all volunteers, leaders, and trustees must respect this policy and ensure that any personal data they handle is kept safe and secure.

How We Process Data

Our Scout group processes data for:

- Running Scout programmes and activities.
- Ensuring safety and safeguarding.
- Managing communications and fundraising.
- Meeting our obligations under GDPR and other UK data protection laws.

We use both paper and digital systems, including Online Scout Manager (OSM) and the UK membership system. Partner organisations like The Scout Association assist us in processing data.

What Data Do We Collect?

We collect information such as:

- Contact details (name, address, phone number, etc.).
- Health and medical information for activities.
- Criminal record checks for volunteers (these are required for recruitment but not stored).
- Financial information for membership fees and donations.

Sharing Data

We may share personal data:

- With The Scout Association to support Scout activities.
- With Basingstoke East District Scout Council to help them run events, support growth and development, and provide District-level assistance.
- With health services to ensure the safety of participants.
- As required in line with GDPR, for purposes such as safeguarding or managing accounts.

Data may be securely stored using cloud services (such as Office 365), which might involve transferring data outside the UK, but only if compliant with GDPR.

Confidentiality

All volunteers with access to personal data must keep it confidential. Data should only be shared with those who need to know, and all devices (computers, phones) must be secured with passwords and encryption.

Your Rights

Under GDPR and UK data protection laws, you have the following rights regarding your personal data:

1. To be informed about how it is used.
2. To correct any inaccuracies.
3. To object to or restrict processing where possible.
4. To request access to or deletion of your data.

If you have any questions about how your data is being used, please contact the Group Lead Volunteer at 6th Basingstoke (Oakridge) via email at glv@6thbasingstoke.org.uk

Retention of Records

We retain records for the following periods:

- Membership & Activity records: 7 years
- Financial records: 7 years
- Gift Aid Declarations: 7 years

Membership and activity records are kept in OSM and The Scout Association systems as required.

Consent for Children

For anyone under 18, parental consent is required for activities and communications. Communication of the Policy This policy is available on request. It will be reviewed every three years or sooner if GDPR or UK data protection regulations change.

By following this policy, we ensure that the personal information of all members is handled securely and in line with GDPR and UK data protection laws. Please contact us with any queries or concerns about data protection.

Version Notes

1.0	1 st December 2024	Draft version prepared for Group Board of Trustees
1.0	5 th December 2024	Version approved by the Group Board of Trustees
1.1	20 th February 2025	Updated version to amend retention timelines to align with available system Settings in OSM. Updated contact under your rights to generic GLV email address.
1.1	5 th March 2025	Version approved by Group Board of Trustees