



# Bramley Scout Group Data Retention Policy

Approved 6 June 2024

## Young people

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until the young person joins or the parent informs us that the young person no longer wants a place. Data is removed once the young person reaches 14 years old as we will no longer be able to offer them a place.	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	Data held on OSM will be removed when the young person leaves (data removed and changed to initials only).  Paper forms will be destroyed as soon as the information is entered on OSM	Required so we know the Young Persons medical and contact details
Events	Personal and Sensitive data (special category)	2 years 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	7 years after incident, or 7 years after individual turns 18 if late	Legal claims raised against the incident
Training records	Personal data	Held on OSM but person's name changed to initials	Required for any re-joins to connect them back to their training records

		when young person leaves	
Attendance register	Personal data	Held on OSM but person's name changed to initials when young person leaves	Required to complete annual registration review Required to prove attendance for Gift Aid claim
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

## Adult volunteers

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 year after enquiry or until member joins, whichever is shorter.	To keep them informed of their joining status.
Joining	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership
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 years 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	7 years after incident.	Legal claims raised against the incident

Training records	Personal data	2 Years after the adult volunteer 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

## Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until the young person joins or the parent informs us that the young person no longer wants a place	Required for placing young person on a waiting list for a place
Joining	Personal data	Data held on OSM will be removed when the young person leaves (data removed and changed to initials only).  Paper forms will be destroyed as soon as the information is entered on OSM	Required for enquiries on membership
One off events	Personal data	2 years 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	7 years after incident, or 7 years after	Legal claims raised against the incident

		individual turns 18 if later.	
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## 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

## Trust Board Meetings and Annual General Meetings

Data Process	Data Type	Retention	Justification
Minutes of meeting	Personal Data	6 years after meeting date	Requirement to keep a record of the meetings

As a Subject Rights Request (SRR) can be made by any type of individual it is represented here. Data from an SRR will be retained for 7 years to allow for answers to queries and complaints raised in relation to the SRR.

### Notes:

Where possible, personal and sensitive (special category) data should be anonymised as soon as appropriate if they are to be retained for analysis or statistical purposes.

The retention of safeguarding data is handled by The Scout Association as part of the safeguarding policies and no data should be retained locally. This should be in line with The Scout Association 'Young People First', 'Yellow Card'

<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/CP%20Procedures%20Final%20Elec.pdf>.

Any incidents that have required medical intervention should be reported to The Scout Association for alignment to an incident category and to manage the process.