

12th St John's Scout
Scout Exec

GDPR compliance notes and actions

In compiling this information the Executive Committee have considered the GDPR advice offered by The Scout Association. This advice can be accessed at <https://members.scouts.org.uk/supportresources/search/?cat=55,888>

They have also consider the workings of Durham Scout Council and their approach to GDPR. This information can be found at https://drive.google.com/open?id=1L775NZgJjkX_gBwhzQsit8dhxdx2Q8Jq

After considering data processing carried out by or on behalf of the Group Executive have identified the following

- Third party systems are in use as follows

OSM - administrating youth data

COMPASS - Administering Adult Membership

ATLANTIC DATA - Processing DBS applications

- It is the responsibility of the Group Executive to ensure all third party users manage data security responsibly and in line with GDPR requirements. We note that the use of Compass and Atlantic Data are not optional and as such we have no choice than to use these systems. The Scout Association will be issuing a GDPR statement on Compass in due course.

We note the following statements

OSM - <https://www.onlinescoutmanager.co.uk/security.php>

Scout- <https://members.scouts.org.uk/supportresources/4793/gdpr-faq?cat=55,888&moduleID=10>

The Executive have identified the following risks and have identified processes to minimise the risks as follows

Risk	Section/ group affected	Actions
Collecting data on local forms	All	1) Need Privacy notice to accompany any data capture form. 2) data should be processed quickly and accurately and stored on electronic systems such as Compass and OSM. All forms should be processed within 14 days and once processed forms must be shredded.
Group Newsletters	All	We have a legitimate legal reason to process data for the newsletter for existing members but must ensure 1) List is cleansed to remove any member no longer active. The newsletter is sent out based on those members currently on OSM
Permission forms for events/ camps	All	We recognise that health and permission forms are often paper based, and in many instances this is the best way of holding information at camp. Event leaders may need to copy forms for other leaders to hold during the event. The event leader is responsible for collecting all printed copies and destroying securely following the event.
Gift Aid Forms/ payment records	All	Whilst historic gift aid forms may be on paper and need to be kept for tax inspection purposes in line with HMRC guidelines - it is recommended that all new instructions are gathered using OSM. We shall look to adopt this approach immediately
Historic records	All	All leaders will be asked to remove all data relating to former members
Use of personal email accounts to transfer personal information	All	We recognise that email is a modern and convenient form of communication - We note

		that district is looking to investigate Office 365 as a standard system for all emails (free to charities) and look to roll this out across the District. All leaders are aware that any mobile device capable of accessing emails used for scout purposes or with access to OSM/ compass etc should be password protected (either password, code, finger print or other security feature meaning it is not readily accessible) and capable of being disabled remotely.
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All data collected and processed by 12th St John's Scouts is done so in accordance with our District privacy notice.