

Churchdown Scout Group Data Retention Policy

Notes:

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

The retention of safeguarding data is handled by the Scouts UK Headquarters as part of the safeguarding procedures and no data should be retained locally. This should be in line with the Scouts 'Young People First', District Commissioner Procedures

<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 Scouts Information Centre for alignment to an incident category and to manage the process.

Adult & helper appointment data is handled by the Scouts UK Headquarters and they are the data manager for this data. The above policy covers data held locally at group level to manage Churchdown Scout Group and it's sections.

The Explorer section falls under Gloucester Scout District and is not covered by this policy.

The policy is segregated into the different types of data subjects you may be the date controller for. Each section then specifies the data processes used for each of the data sets.

Young people

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until explicitly told they do not wish to join the group or their 16 th Birthday which ever is sooner	Required for placing individual on a waiting list for a place
Joining	Personal	10 years after leaving the data will be reduced to only include name, date of birth, awards, training records, events attended, roles and permits held, dates relating to joining, moving sections and leaving. This remaining	Required for enquiries on membership. 100 years retention of data is required for evidence requests from statutory agencies. Required for Historic Record.

		data will be retained permanently.	
Joining (special category)	Sensitive data	6 months after leaving the section	Required for enquiries on membership and in case young person decides to re-join.
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 & data retention policy	NA – See TSA Safeguarding policy & data retention policy	NA – See TSA Safeguarding policy & data retention policy. All safeguarding investigations are managed by TSA rather than at Group level.
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	Permanent for basic data; name, county, award, membership number, completion date	Required for any re-joins to connect them back to their training records & historic records
Attendance register	Personal data	Permanent for basic data	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation Historic Record of membership

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. TSA will retain data in line with	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 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

Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until explicitly told they do not wish their child to join the group or their child's 16 th Birthday whichever is sooner	Required for placing individuals young person on a waiting list for a place
Joining	Personal data	Name and contact details will be kept on record for 10 years in line with	Required for enquiries on membership. Required to aid response to historic safeguarding incidents.

		retention of Young Persons information.	
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

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

Customers

Data Category	Data Type	Retention	Justification
Scout Shop Merchandise	Personal data	1 Year	Required for enquiries on purchases and account
	Transaction data	6 Years after the end of the financial year of the purchase or duration of warranty period, whichever is longest	HMRC Tax Audit or warranty period
Adventure Centres	Personal data	1 Year	Required for enquiries on purchases and account

	Transaction data	6 Years after the end of the financial year of the purchase	HMRC Tax Audit or warranty period
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Staff

Data Process	Data Type	Retention	Justification
Income tax and NI records	Personal data	3 years from the end of financial year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
Payroll wage/salary records (also overtime, bonuses, expenses)	Personal data	6 years from the end of the tax year to which they relate	Taxes Management Act 1970
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	Personal data	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	Personal data	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended
Working time records	Personal data	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)

Recruitment records	Personal data	6 months after the candidate has not been successful	To defend against tribunals or county or high court claim
Personnel files and training records (including formal disciplinary records and working time records)	Personal data	6 years after employment ceases	To assist in any formal grievance procedure