

# Quick Guide to the Privacy and Data Protection Policy



## Purpose, scope and applicability

This sheet provides a short guide to compliance with the District's Privacy and Data Protection Policy. Compliance with the Regulations and the Act are legal requirements on anyone processing (including storing) personal information about other people. This policy defines how this is done within the Winchester District of The Scout Association (TSA).

Many people within the District act as data controllers and data processors and are empowered to decide the purposes and methods of processing personal data and carry it out. All adult members and associate members of TSA have signed to confirm that they agree to abide by the policies and rules of The Scout Association. This includes the overall Data Protection Policy in Policy, Organisation and Rules (POR) from May 2018 and this Winchester District policy.

## Storage

Within the District:

- a) Adults' information on Compass, TSA's adult database;
- b) Young persons' information on Online Scout Manager (OSM), a commercially available database management system specifically designed to store information about young people in TSA.

## Data passed to other organisations

The District passes data to other organisations in order to deliver its legitimate purposes. These are:

- a) The Duke of Edinburgh's Award organisation
- b) Other third-party organisations that need the data in order to provide activities in accordance with acceptable safety standards subject to checks that data will be processed in accordance with current UK law.

## Key requirements and responsibilities for adults handling data

Adult members and associate members processing personal data on behalf of Winchester must comply with:

- a) **The EU General Data Protection Regulation "GDPR"**, Regulation (EU) 2016/679 of 27 April 2016
- b) **The UK Data Protection Act 2018**
- c) **TSA Privacy and Data Protection Policy** published in POR;
- d) **TSA Data Protection Policy** referenced from the above; and
- e) **The Winchester District Privacy and Data Protection Policy**

The key points for most data processors are:

- a) Personal data:
  - i) May only be collected, stored and processed for the legitimate interests of the Scout District (i.e. managing

safe and engaging activities and keeping records of contact details and achievement);

- ii) Must be accurate and up to date;
  - iii) Must be kept for no longer than necessary for the purposes it was collected and processed;
- b) Personal data must be kept secure. Hence:
    - i) Entry points to national databases must be secured by a good standard of password protection at every point of entry;
    - ii) Access to such databases must be closed when leaving the access point unattended if inappropriate people (including other family members who are not adult members or associate members of TSA, including under 18s) may have access to the processing system;
    - iii) Any local storage must be on networks, drives or files that are password protected to a good standard and regularly backed up.
    - iv) Such files must be closed and protected when leaving the access point unattended if inappropriate people may have access to the processing system;
    - v) 'remember me' style facilities for passwords must not be used if inappropriate people may have access to the processing system.
  - c) Data processors may take copies of the data required for a specific activity and process it in support of the District's business on a temporary basis and subject to the provisions for data protection;
  - d) May, if a need arises to store any personal data on behalf of the District (not a Group) beyond the duration of a specific activity that cannot be readily or clearly stored in Compass or OSM, inform and secure agreement from the District Executive of the type of data, the reason for storage and the proposed means of storage;
  - e) May share personal data with other people including young (non-adult) members of TSA and non-members involved in activities (e.g. parents), where it is appropriate to the safe or effective running of an activity; in such cases the person sharing the personal data must ensure that the person receiving it is fully aware of and will adhere to the requirements for keeping it private, only using it for the purpose intended and destroying, it or returning it, at the end of the period or activity for which it was provided;
  - f) Must also refer to the more complete list in TSA Data Protection Policy, section 7.

In addition, each Scout Group within the Winchester District is also required to have its own data protection policy or to apply the principles of this policy and the adoption of a policy to be recorded in the minutes of its Group Executive.