

84th Reading (1st Earley St. Peter's) Scout Group – Data Retention Policy

Young people

Data Process	Data Type	Retention	Justification
Joining	Personal and Sensitive data (special category)	Up to 18 months after the young person joins	Required for placing individual on a waiting list for a place and enquiries on membership
Events	Personal and Sensitive data (special category)	Up to 18 months after event	Required for enquiries on the event, responding to incidents and maintaining scout record history
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident – No medical intervention	Personal and Sensitive data	Data will be reported to the Scouts Information Centre and retained until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Badge requirement records	Personal data	Up to 18 months after the young person leaves	Required for any re-joins to connect them back to their record history
Attendance register	Personal data	Up to 18 months	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation

Adult volunteers

Data Process	Data Type	Retention	Justification
Joining	Personal and Sensitive data (special category)	Up to 18 months after the adult volunteer joins	Required for enquiries on membership
Adult Information Form	Personal and Sensitive data (special category)	Up to 18 months after approval checks and "Getting started" training is complete	Required to assist in the appointment process

Identity Checking Form	Personal data	Up to 1 months after 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)	Up to 18 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	Data will be reported to the Scouts Information Centre and retained until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Training records	Personal data	Up to 18 months after the adult volunteer leaves	Required for any re-joins to connect them back to their training records
Appointments Advisory Committee notes	Personal data	Up to 18 months	Required to review any training needs of adult volunteers
Expenses payment information	Personal data	6 years from the end of the tax year to which they relate	Taxes Management Act 1970

Parents

Data Process	Data Type	Retention	Justification
Joining	Personal data	Up to 18 months after the young person joins	Required for enquiries on membership
One off events	Personal data	Up to 18 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	Data will be reported to the Scouts Information Centre and retained 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	Up to 1 Year	To keep you informed of your donation
	Gift aid declaration	Up to 6 Years after donation	HMRC Tax Audit
	Direct debit mandate	Up to 6 Years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI

Notes:

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

Where possible, data is deleted when not required any further, even if this falls inside stated retention periods.

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.

The Scout Association's retention policy can be found here: <http://www.scouts.org.uk/dppolicy>