

Retention Policy

52nd Reading Scout Group

This retention policy describes the records and retention periods used by the 52nd Reading Scout Group for storing information collected to support all membership and management activities.

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Records Maintained

Process	Records Maintained
Accounting	<p>Accounts</p> <ul style="list-style-type: none"> ● Cash Books ● Financial transactions ● Gift Aid claims ● Bank statements ● Expense claims ● Uniform / Polo shirt orders ● Insurance Receipts and Schedules ● Monthly Reports ● Annual Report <p>Payments - Incoming</p> <ul style="list-style-type: none"> ● Cheques ● Subscriptions outstanding/received ● Activity payments outstanding/received ● Fundraising payments received ● Donations received <p>Payments - Outgoing</p> <ul style="list-style-type: none"> ● Payee information ● Online bank payments
Young Person Membership	<ul style="list-style-type: none"> ● Joining requests ● Waiting List ● Young Persons Information Form ● Badge/Training Records
Adult Volunteer	<ul style="list-style-type: none"> ● Joining requests ● Adult Information Form (or alternative) ● ID Checking Form (or alternative) ● Disclosure and Barring Service (DBS) status
Marketing (Indirect)	<ul style="list-style-type: none"> ● Photos / Videos (only by consent)
Event Management	<ul style="list-style-type: none"> ● Event plans ● Participant/parent/guardian details and consent capture forms ● Emergency contact details for communication ● Leader contact details for communication ● Registers
Group Management	<ul style="list-style-type: none"> ● Minutes - AGM ● Minutes - Group Executive Meetings ● Minutes - Leader meetings ● Minutes - Section meetings
Safety	<ul style="list-style-type: none"> ● Incident Reports ● Personal Injury Insurance Claim

Young Person Record Retention

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until the young person is offered a place, withdraws their application, or reaches the age of 14, whichever is sooner.	Required for placing young person on a joining list for a place
Joining	Personal data & Consent records	6 months after the young person leaves	Required for enquiries on membership and if required to contact the young person
	Sensitive data (special category)	Deleted immediately on confirmation of leaving	No longer required.
	Photos & Video	Indefinite, or until the subject requests deletion	They are in the public domain
Events	Personal and Sensitive data (special category)	2 months after event (N.B any consent provided for photos and videos will be kept with the Personal data and Consent records)	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
Safety	Personal and Sensitive data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Badge / Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Attendance register	Personal data	12 months	Required for annual review of attendance

Parent & Guardian Record Retention

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until the young person is offered a place, withdraws their application, or reaches the age of 14, whichever is sooner.	Required for placing young person on a joining list for a place
Joining	Personal data & Consent records	6 months after the young person leaves	Required for enquiries on membership
	Photos & Video	Indefinite, or until the parent requests deletion	They are in the public domain
Events	Personal data	2 months after event (N.B any consent provided for photos and videos will be kept with the Personal data and Consent records)	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
Safety	Personal data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Accounting	Personal data	6 Years from the end of the accounting period during which any transaction took place.	Required by charity reporting and accounting regulations.

Adult Volunteer Record Retention

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	Until the adult volunteer is offered a place or withdraws their application	Required for processing inquiry
Joining	Personal data & Consent records	6 months after the adult volunteer leaves	Required for enquiries on membership and if required to contact the young person
	Sensitive data (special category)	Deleted immediately on confirmation of leaving	No longer required.
	Photos & Video	Indefinite, or until the adult volunteer requests deletion	They are in the public domain
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 (N.B any consent provided for photos and videos will be kept with the Personal data and Consent records)	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
Safety	Personal and Sensitive data	Until the adult volunteer is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Appointments Advisory Committee notes	Personal data	6 months	Required to ensure training needs are passed to, and reviewed by, Training Advisor
Accounting	Personal data	6 Years from the end of the accounting period during which any transaction took place.	Required by charity reporting and accounting regulations.
Insurance	Personal data	6 Years from the end of the accounting period during which the insurance schedule was purchased	Required by charity reporting and accounting regulations.

Donor Record Retention

Data Process	Data Type	Retention	Justification
Individual Givers	Personal Data	1 Year	To keep donor informed about donation
	Gift aid declaration	6 Years from the end of the accounting period the donation was received	HMRC Tax Audit

Additional Retention Notes

Minutes: Government guidance to Charities is that meeting minutes are kept for the entire lifetime of the charity as they record the results of important decisions. Such documents may refer to members, parents/guardians, helpers and leaders and other 3rd parties.

Anonymisation: Some personal and sensitive (special category) data is anonymised and retained for analysis and statistical purposes by the Group and The Scout Association.

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

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

Incidents: Any incidents that have required medical intervention are reported to the Scouts Information Centre for alignment to an incident category and to manage the process. This includes the following information:

- Name of injured person, membership type, Group/Unit, District and County
- Date of incident
- Activity being undertaken
- Nature of the injury and severity (were they kept in hospital overnight)
- Any external agencies involved
- Who is reporting the incident and how can they be contacted

This information is subject to the retention policy of The Scout Association.

Access Requests: Copies of records collected for the purpose of responding to information requests under data protection legislation will be kept for 1 calendar month, following the delivery of the information, to support any enquiries.

Backups: It is possible that copies of data are stored in backups by our 3rd party processors and on computers and devices used by the group. This data is not considered operational data and is not normally accessed or processed. It will not be deleted under the retention policy as that would potentially remove other data which we are obliged to keep, or may be required in the future. Every care will be taken by the group to delete any personal data, which is outside of its retention period, if it restored during a recovery process.