

6th Farnborough Scout Group

Data Retention Policy

Young people

Data Process	Data Type	Retention	Justification	Stored
Pre join enquiries	Personal data	Until young person joins the Group or decides to be removed from the list.	Required for placing individual on a waiting list for a place	OSM and associated emails
Joining	Personal and Sensitive data (special category)	2 Years after the young person leaves	Required for enquiries on membership	OSM
Events	Personal and Sensitive data (special category)	2 months after event	Required for enquiries on the event and responding to incidents	OSM and associated emails
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 young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident	Accident book in Hut in top draw of filing cabinet.
Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records	OSM
Attendance register	Personal data	18 months	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation	OSM

HQ Youth award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period	Emails in @6thfarnborough.org.uk accounts
HQ Youth award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions	Emails in @6thfarnborough.org.uk accounts

Adult volunteers

Data Process	Data Type	Retention	Justification	Stored
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	Emails in @6thfarnborough.org.uk accounts
Joining	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership	Compass – please see TSA data retention policy
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	Compass – please see TSA data retention policy
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.	Atlantic Data (BDS company) and Compass – please see respective data retention policies of Atlantic Data and TSA.
Events	Personal and Sensitive data	2 months after event	Required for enquiries on the event and responding to incidents	OSM and associated emails

	(special category)			
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	Accident book in Hut in top draw of filing cabinet.
Training records	Personal data	2 Years after the person leaves	Required for any re-joins to connect them back to their training records	Compass – please see TSA data retention policy
Adult award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period	Emails in @6thfarnborough.org.uk accounts Forms retained in Google Drive
Adult award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions	Emails in @6thfarnborough.org.uk accounts Forms retained in Google Drive

Parents

Data Process	Data Type	Retention	Justification	Stored
Pre join enquiries	Personal data	Until young person joins the Group or decides to be removed from the list.	Required for placing individuals young person on a waiting list for a place	OSM
Joining	Personal data	2 Years after the young person leaves	Required for enquiries on membership	OSM

One off events	Personal data	2 months after event	Required for enquiries on the event and responding to incidents	OSM and associated emails
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	Accident book in Hut in top draw of filing cabinet.

Donors

Data Process	Data Type	Retention	Justification	Stored
Individual Givers	Personal Data	1 Year	To keep you informed of your donation	Emails in @6thfarnborough.org.uk accounts
	Gift aid declaration	6 Years after donation	HMRC Tax Audit	See HMRC data retention policy
	Direct debit mandate	6 Years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI	GoCardless – See their 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 Scout Association as part of the investigation and no data should be retained locally. This should be in line with The Scout Association 'Young People First', 'Yellow Card' <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 Scout Association for alignment to an incident category and to manage the process.