

**M&C GDPR  
data sheet**

<b>Record Type</b>	<b>Records/Data stored</b>	<b>What</b>	<b>Sensitive</b>	<b>Why stored</b>	<b>Where stored</b>	<b>How passed</b>	<b>Who Owns</b>	<b>Typical Data Processor (write/edits)</b>	<b>Who Sees</b>	<b>How long kept</b>
<b>Youth Member (13-18 years)</b>	Initial details form	Contact and sensitive personal data	Yes	For entry onto OSM	Paper, email	Subject to Leader eReport to next Section	Data Controller	District Administrator	District Administrator	Until details transferred to OSM
	Contact (address, email, tel etc)	Add, tel, email	No	To contact Subject	OSM		Controller	Section Ldr	Sec Ldrs, Parents	til Subject leaves District
	Sensitive (health, medication, allergies, disabilities, religion, gender, faith, photo, parent details etc)	Health, allergies, religion, gender, meds, ethnicity, photo	Yes	Planning activities safely, reporting to Scout Assn	OSM	eReport to next Section	Data Controller	Section Ldr	Sec Ldrs, Parents	til Subject leaves District
<b>Adult Member</b>	Awards Tracking	Progress + date awarded	No	To enable awards	OSM	eReport to next Section	Data Controller	Section Ldr	Sec Ldrs, Parents	til Subject leaves District
	Initial details form	Contact and sensitive personal data	Yes	For entry onto Compass	Paper, email	Subject to District Administrator	District DC	District Administrator	District Administrator	Until details transferred to Compass
	Contact (address, email, tel etc)	Add, tel, email	No	To contact Subject	COMPASS	n/a	Data Controller	Individual, District Administrator	all direct line managers	til Subject leaves District
	Awards Tracking (incl. training)	Progress + date awarded	No	To enable awards	COMPASS	n/a	Data Controller	& training managers	all direct line managers	til Subject leaves District
	Roles & Permits	Current & past Roles and Permits	No	To identify position holders	COMPASS	n/a	Data Controller	Line manager & Commissioner	all direct line managers	til Subject leaves District
	Disclosure Sensitive (health, medication, allergies, disabilities, religion, gender, faith, photo etc)	Status of DBS Health, allergies, religion, gender, meds, ethnicity	Yes	To protect members	COMPASS	n/a	Data Controller	District Administrator	all direct line managers	til Subject leaves District
<b>Programme</b>	Term's Programme	What, When, Where, Who leading	No	To inform members and suggest future programme ideas	OSM, Electronic or Paper	n/a Email, social media (Ldrs to members)	Data Controller	Individual	all line managers	til Subject leaves District
	Attendance Register	Attendance information	No	Safety, Progress tracking	Paper form	n/a	Data Controller	Section Ldr	Section members Sec Ldr, Line Mgr if permitted on OSM	Indefinite til Subject leaves Section
<b>Special Event</b>	One Day Activity Forms	Parental Signature & current health	Yes	To permit participation	Paper form	n/a	Data Controller	Parent	Section Ldr, event ldr	Longer of: till age 24, or for min 2 yrs Unity advice
	Permission Forms - Camps	Perm to attend Name, tel, med, diet, GP & parent contact etc	No	Perm to attend	Paper form	n/a	Data Controller	Parent	Section Ldr, event ldr	Longer of: till age 24, or for min 2 yrs Unity advice
	Health Forms - Camps	Participant information	Yes	Safety during event	Paper form	Handed (Sec Ldr to event organiser)	Data Controller	Parent	Section Ldr, event ldr	Longer of: till age 24, or for min 2 yrs Unity advice
	Summary Forms	Participant information	Yes	To collate safety information	Electronic file	n/a	Data Controller	Event organiser	Section Ldr, event ldr	Delete after event
	Copies of summary forms	Participant information	Yes	To circulate safety information (e.g. To activity bases)	Paper prints	Handed (Event organiser to event staff)	Data Controller	Event organiser	Event staff	Delete after event

**M&C GDPR  
data sheet**

<b>Record Type</b>	<b>Records/Data stored</b>	<b>What</b>	<b>Sensitive</b>	<b>Why stored</b>	<b>Where stored</b>	<b>How passed</b>	<b>Who Owns</b>	<b>Typical Data Processor (write/edits)</b>	<b>Who Sees</b>	<b>How long kept</b>	
	Accident form in First Aid kit.	Record First Aid actions following an incident and how it arose.	Yes	<i>For future reference.</i>	<i>Paper accident book</i>	<i>in FA box. Personal data removed and handed to DC to store</i>	<i>Data Controller</i>	<i>Event First Aider</i>	<i>Anyone accessing the FA Kit</i>	<i>Longer of: till age 24, or for min 2 yrs</i>	Unity advice
<b>Finance</b>	Detailed Income/Expenditure	Subs from whom, other income and spend	Yes	<i>To track Section finances during yr</i>	<i>Electronic or Paper</i>	<i>n/a</i>	<i>Data Controller</i>	<i>Section Ldr</i>	<i>Auditor</i>	<i>Until annual accounts signed off</i>	
	Summary Income/Expenditure	Summary of finances + bank statements and receipts	No	<i>To report Section finances at end yr</i>	<i>Electronic or Paper</i>	<i>Paper to Auditor</i>	<i>Data Controller</i>	<i>District Treasurer</i>	<i>Auditor, Treasurer, Public Section Ldr, Treasurer, Secretary</i>	<i>Until annual accounts signed off</i>	
	Gift Aid	Permission to re-claim tax	Yes	<i>To claim tax from HMRC</i>	<i>Paper forms</i>	<i>Paper to Treasurer</i>	<i>Data Controller</i>	<i>Subject/Parent</i>	<i>Treasurer, Secretary</i>	<i>7yrs after last claim</i>	
	Grant Submissions	Request on behalf of an individual	Yes	<i>To support member (s)</i>	<i>Electronic or paper form</i>	<i>email or post to benefactor</i>	<i>Data Controller</i>	<i>Section Ldr</i>	<i>Treasurer, granting body</i>	<i>?delete on receipt of funds?</i>	
<b>Special</b>	Authorisation to hold data - Youth Member	Formal permission from Subject	Yes	<i>To demonstrate permission to store data</i>	<i>Paper form stored by Section leader</i>	<i>Subject to Sec Ldr</i>	<i>Data Controller</i>	<i>Subject</i>	<i>Section Leader</i>	<i>til all data is deleted</i>	
	Authorisation to hold data - Adult Member	Formal permission from Subject	Yes	<i>To demonstrate permission to store data</i>	<i>Paper form stored by District Administrator</i>	<i>Subject to Sec Ldr to Dist Aministrator</i>	<i>Data Controller</i>	<i>Subject</i>	<i>District Administrator</i>	<i>til all data is deleted</i>	
	Subject Access Request (SAR)	Formal request to report data held on a Subject	No	<i>To record date of request</i>	<i>Email</i>	<i>Requester to Sec Ldr to DC</i>	<i>Data Controller</i>	<i>Person who gave permission to store data</i>	<i>Section Leader, DC</i>	<i>til data is reported</i>	
	Data Deletion request	Formal request to delete data held on a Subject	No	<i>To record date of request</i>	<i>Email</i>	<i>Email (Parent to Sec Ldr to Group Exec)</i>	<i>Data Controller</i>	<i>Person who gave permission to store data</i>	<i>Section Leader, DC</i>	<i>til data is deleted or request rescinded</i>	
	Annual Reports	Summary of activities, inc photos	No	<i>To Publish at AGM</i>	<i>Paper</i>	<i>Published</i>	<i>Controller</i>	<i>Section Ldr</i>	<i>Public</i>	<i>n/a</i>	
	Census	Summary nos, awards, demographic	No (de-personalised)	<i>Scout Assoc reporting</i>	<i>Census tool</i>	<i>n/a</i>	<i>Scout association</i>	<i>District Administrator</i>	<i>Public</i>	<i>Indefinite</i>	