



Dear Parent/Carer

We have updated our Recording and Storing Information Policy to make it easier for you to understand what information we collect and why we collect it.

The new General Data Protection Regulation (GDPR) took effect on 25th May 2018. It is important that you are aware of the way we process your data and explain the options you have to manage your data.

When your child becomes a member of the Scout Association, you provide us with personal information that includes your name, your child's name, date of birth, address, e-mail, contact telephone details, emergency contact and any medical information. This information is only used to communicate with you directly and never passed on or shared outside of the Scout Association. For example, you will receive emails advising you of events outside of our normal meeting room and text messages informing you of changes to activity dates and times.

Records we retain and why.

We then retain the online membership form that has your name, your child's name, date of birth, address, e-mail, contact telephone details and any medical information for communications purposes and to complete the Scout Association annual census. This information will be held until your child is no longer a member or moves to another group.

We also use parent's/carer's email addresses to send out invoices via **QuickFile** from time to time for monthly subscriptions and activities.

How your records are stored and destroyed.

The details recorded on the online membership form you fill in are transferred to **Online Scout Manager**, which is a secure online system used throughout the Scout Association. We also use **QuickFile**, an online accountancy package, to send out and record invoices. When your child leaves the scout group, all your data will be destroyed appropriately and securely. In cases where a Gift Aid declaration has been made, we are required to keep these details within **QuickFile** for 6 years from the end of the accounting period they relate to.

Access and Right of access.

Authorised group leaders are the only people with access to your data. You have the right to see, change or withdraw your data at any time. Parents have access to change certain details within OSM using their personal logon. You can also do this by email or in writing to your child's section leader.

If you have any questions regarding your data or the new GDPR please feel free to ask or visit ico.org.uk.

Many thanks

The Leadership Team
1st Weston Village Scout Group