

# South Leeds and Morley District Scout Council Data Retention Policy

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This is the Data Retention Policy of South Leeds and Morley District Scout Council, by which we mean, the local charity (1043976) for which the Board is directly responsible.

The purpose of this policy is to specify The District's guidelines for retaining different types of data and for how long.

This policy covers all data in the possession or control of District regardless of the medium in or on which those data are held. Where statute or regulation departs from the requirements of this policy, District will comply with the relevant statute or regulation. This policy may be updated from time to time.

This policy Covers District ran sections (Such as explorers) and does not cover groups, as each group is a separate charity they require there own policy.

### Scope

Personal data retention is governed by current Data Protection legislation. These data must be kept accurate, up to date and retained for no longer than is necessary for the purpose for which they were obtained. Detail of retention periods can be found in Retention periods.

### Lawful purposes of processing

Where personal data is processed using the lawful basis of legitimate interest or consent, the data subject has a number of rights that they can exercise over this data, such as delete or rectify. Communications with these data subjects will need to clearly sign post them to their ability to withdraw this consent or challenge the legitimate interest that has been assessed, this is commonly known as 'opt out'. Where appropriate the data subject should be informed every 2 years of the consent or legitimate interest being used to process their data with an option to update this preference. A formal retention period for data processing based on consent has not been defined in this policy and is assumed as permanent until the data subject exercises their rights to cease the processing activity.

### Retention periods

#### Members and volunteers

| Data                      | Data type              | Retention  | Justification  |
|---------------------------|------------------------|--|--|
| Want to Join              | Personal data          | 1 year after enquiry or until member joins, whichever is shorter | To keep them informed of there joining status                                  |
| Youth award registrations | Personal and Sensitive | 6 months after the member turns 25                               | To retain their award registrations for the duration of the eligibility period |

|  |  |   |   |
|--|--|---|---|
|  | data (special category including citation)                             |   |   |
| Youth award completions  | Personal data and Sensitive data (special category including citation) | Permanent for basic data; name, county, award, membership number, completion date | Historic record of award completions  |
| Adult award registrations  | Personal and Sensitive data (special category including citation)      | 12 months after the registration unless successful                                | To retain their award registrations for the duration of the eligibility period        |
| Adult award completions  | Personal data and Sensitive data (special category including citation) | Permanent for basic data; name, county, award, membership number, completion date | Historic record of award completions  |
| Research surveys   | Personal and Sensitive data (special category)                         | 18 months   | To keep a collation of completing members and compare answers from the previous year  |
| Experience Survey  | Personal and Sensitive data (special category)                         | 15 Years  | To keep a collation of completing members and compare answers from the previous years |
| Safeguarding – Young person -Welfare                                     | Personal and Sensitive data (special category)                         | Young Person – 7 years after last communication with the Young Person or Family.  | Required for evidence requests from statutory agencies                                |
| Incident – personal injury (including sexual abuse/psychological damage) | Personal and Sensitive data (special category)                         | 4 years after incident, or 4 years after alleged victim turns 18 if later         | Fight a case – Limitation act 1980  |
| Incident – not involving personal injury                                 | Personal and Sensitive data (special category)                         | 7 years after incident, or 7 years after alleged victim turns 18 if later         | Fight a case – Limitation act 1980  |
| Scout Stories  | Personal data  | 5 years after submission  | Required for the Media team to ascertain if a story is news worthy during this period |

#### Donors Data

| Data | Data Type | Retention | Justification |
|------|-----------|-----------|---------------|
|------|-----------|-----------|---------------|

|                   |                      |   |   |
|-------------------|----------------------|---|---|
| Individual Givers | Personal Data        | 5 years post last donation or last positive interaction with Scouts Fundraising Team, whichever is longer | To keep an individual informed of their donation and other fundraising campaigns    |
|                   | Gift aid declaration | 6 years after the end of the year or accounting period that includes the last donation                    | HMRC Tax Audit  |
|                   | Direct debit mandate | 6 years after the end of the year or accounting period that includes the last Direct Debit                | As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI |
| Partnerships      | Personal Data        | 3 Years   | To answer queries on the donations and maintain a record of partner donors          |
| Legacy Donors     | Personal Data        | In perpetuity   | To maintain record of the donation  |
| Major Donors      | Personal Data        | 5 years post last donation or last positive interaction with Scouts Fundraising Team, whichever is longer | To keep an individual informed of their donation and other fundraising campaigns    |

#### Event registrants and participants data

| Data Process  | Data Type                                      | Retention  | Justification  |
|---------------|--|--|--|
| Ad-hoc events | Personal and Sensitive data (special category) | 3 months after event. Scouting Young People attendance records will be retained for 100 years                              | Required for enquiries on the event and responding to incidents. The 100 years retention of data is required for evidence requests from statutory agencies |
| Annual events | Personal and Sensitive data (special category) | 18 months after event for personal data, 2 months after event for sensitive data (special category). Scouting Young People | To re-invite the guests to the same event in the following year. The 100 years retention of data is required for evidence requests from statutory agencies |

|                            |  |  |   |
|----------------------------|--|--|---|
|                            |  | attendance records will be retained for 100 years  |   |
| International events       | Personal and Sensitive data (special category) | 5 years after event for personal data, 2 months after event for sensitive data (special category). Scouting Young People attendance records will be retained for 100 years | To re-invite the guests to the same event at the next cycle, which are every 4 years. The 100 years retention of data is required for evidence requests from statutory agencies |
| Event Permits and licenses | Personal data                                  | 6 months after the permit expires  | To retain a record of permits and licenses held   |

The retention period is applicable at the point where the relationship has finished, for example where a member has left the organisation.