

## Personal data we hold

<u>Data description</u>	<u>Personal data included</u>	<u>Stored using Retention policy</u>	<u>Stored using Retention policy</u>	<u>Responsible Officer</u>
1. Information about our members	Contact information, appointments, training records, activity permits and awards. (Includes sensitive data, as defined)	For adult members - Compass membership management system, provided by UK Scout Association with the personal information shared with adult volunteers in the Mid Sussex Scout District.	Retained whilst a current member. A subset of data is retained. when a membership ceases in order to support the vetting policy should the person reapply for membership	District Chair
	Contact information for young people members in Explorer units, next of kin and other emergency contacts; levels of achievement. (Includes sensitive data, as defined)	Online Scout Manager where We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. The privacy and security notice for The Scout Association can be found here: <a href="https://www.scouts.org.uk/about-us/policy/">https://www.scouts.org.uk/about-us/policy/</a>	The privacy and security notice for OSM can be found here: <a href="https://www.onlinescoutmanager.co.uk/security.html">https://www.onlinescoutmanager.co.uk/security.html</a>	Explorer Leaders
2. Information about safeguarding issues	Contact information and further information regarding the nature of any allegation, the status and outcome of the investigation	Paper, District Commissioner e mail and electronic files	Indefinitely	District Commissioner
3. Information about accidents and near misses	Contact details and nature of accident	Paper form stored with District H & S Manager	3 years after end of investigation	District H&S Manager
4. Information about our event attendees	Name and address of group leader name, DOB, special diet and T-Shirt size of each participant	Event booking system	1 year from end of event. Aggregated summary statistics indefinitely	Event Administrator
	Name and Address of group leader, name, DOB, special diet and medical	Event booking system	1 year from end of event. Aggregated summary statistics indefinitely	Event Administrator

	condition of each participant			
	Contact details, next of kin information, medical conditions and special diets. (Includes sensitive data, as defined)	Paper forms	Destroyed after event, unless medical incident and then kept for 3 years	Event Administrator
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5. Information about general enquirers	Contact information and nature of enquiry, which may contain personal data	District email system	1 year	District Deputy Commissioner
6. Information about complaints	Contact information and nature of complaint, which may contain personal data	District email system	1 year post resolution	District Commissioner

For completeness, we also hold the following information which is not categorised as Personal Data but has the following retention policies applied:

<b>Data description</b>	<b>Retention Policy</b>	<b>Responsible Officer</b>
1. Finance – purchase ledgers, record of payments made, invoices, bank paying in counterfoils, bank statements, remittance advices, correspondence regarding donations, bank reconciliation.	7 years	District Treasurer and Chair
2. Finance – Receipt cash book and sales ledger	7 years	District Treasurer and Chair
3. Finance – fixed assets register	7 years	District Treasurer and Chair
4. Finance – Deed of Covenant/Gift Aid declaration and legacies	6 years after last payment made	District Treasurer and Chair
5. Buildings – Deeds of title	Indefinitely	District Chair
6. Buildings - Leases	7 years after expiry	District Chair
7. Buildings – Documentation regarding plant and machinery	Until 1 year after disposal	District Chair
8. Buildings – records of major refurbishments, warranties, planning consent, health & Safety files	13 years after completion of project	District Chair
9. Trustee’s minutes	7 years	District Chair
10. Annual accounts and annual reports	7 years	District Chair
11. Investments and insurance policy records	7 years after disposal	District Chair
12. Insurance policies	Rolling 1 year	District Chair
13. Employer’s Liability insurance certificate	7 years	District Chair
14. Health and Safety Records	7 years	District Chair
15. Contract with customers, suppliers or agents, licensing agreements, indemnities and guarantees and other agreements or contracts	6 years after expiry or termination	District Chair