

## Data Retention Policy

### Purpose

This is the Data Retention Policy of 14<sup>th</sup> Southampton (Highfield) Scout Group, a registered charity with the Charity Commission for England & Wales, charity number 302298.

The purpose of this policy is to specify 14<sup>th</sup> Southampton (Highfield) Scout Group's guidelines for retaining different types of data and for how long.

### Scope

This policy covers all data in the possession or control of 14th Southampton (Highfield) Scout Group regardless of the medium in or on which those data are held. Where statute or regulation departs from the requirements of this policy, 14<sup>th</sup> Southampton (Highfield) Scout Group will comply with the relevant statute or regulation. This policy may be updated from time to time.

From this point on 14<sup>th</sup> Southampton (Highfield) Scout Group will also be referred to using "we" or "the Group".

For data controlled by The Scout Association (also referred to as "HQ") please see The Scout Association's retention policy.

### Retention periods

#### Young people & their parents/guardians

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	Until a prospective member joins or informs us they no longer wish to join	Required for placing individual on a waiting list for a place
Personal data stored in OSM	Personal and Sensitive data (special category)	Deleted when young person leaves the Group permanently*	Required to run Scouting, e.g. to contact carers/parents, in case of emergency (medical information), to ensure adequate provision (medical information)

\* Deleted in OSM using option "Remove all personal details including the name and member's history".  
 If the young person is taking a break, they will be placed back onto the waiting list.

#### Adult volunteers

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	Until a prospective adult leader joins or informs us they no longer wish to join.	Required for placing individual on a waiting list for a place

Personal data stored in OSM	Personal and Sensitive data (special category)	Deleted when adult volunteer person leaves the Group permanently**	Required to run Scouting, e.g. to contact member, in case of emergency (medical information), to ensure adequate provision (medical information)
Adult Information Form	Personal and Sensitive data (special category)	Until approval checks and "Getting started" training is complete	Required to assist in the appointment process
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

\*\* Deleted in OSM using option "Remove all personal details including the name and member's history".

### Donors

Data Process	Data Type	Retention	Justification
Individual givers	Gift aid declaration	6 years after donation	HMRC Tax Audit
	Direct debit mandate	6 years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI

### Hirers of hut

Data Process	Data Type	Retention	Justification
Hire enquiry	Personal data	6 months after enquiry	To contact potential hirer
Hire contract	Personal data	6 months after hire contract expires	

### Other interest groups

Data Process	Data Type	Retention	Justification
Local contacts	Personal data	6 months after relationship ends	To contact interested party

## Contractors

Data Process	Data Type	Retention	Justification
Contract or enquiry	Personal data	Ongoing	To contact contractor in case of issues or for repeat business

### **Notes:**

The retention of safeguarding data is handled by The Scout Association and no data should be retained locally.