

## Personal data we hold

Data description	Personal data included	Stored using Retention policy	Stored using Retention policy	Responsible Officer
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	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	Group Secretary
2. Information about safeguarding issues	Contact information and further information regarding the nature of any allegation, the status and outcome of the investigation	Paper, Group e mail and electronic files	Indefinitely	Group Scout Leader
3. Information about employees	Applications for positions where a candidate was unsuccessful.	Paper electronic and e mail	6 months after notifying candidate	Group Secretary
	Contact details, start dates, annual leave, SOPE contract, references, copy of other relevant documentation (e.g. disciplinary letters) (Includes sensitive data as defined)	Paper and electronic.	5 years following the employee leaving employment	Group Secretary
	Contact Details, salary and pension contribution	NEST Pensions system (provided by 3rd Party)	Indefinitely	Group Secretary

	information			
	Copies of right to work checks, certificates and other physical documentation provided by employees	Employment files stored in the office	5 Years following the employee leaving employment	Group Secretary
	Payroll Information, including salary and other allowances, P60, P45, P11D, and P6 notices	Financial data also held by external payroll provider	7 Years	Group Secretary
Information about accidents and near misses	Contact details and nature of accident	Paper form stored in Group Office	3 years after end of investigation	Group H&S Manager
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 condition of each participant	Event booking system	1 year from end of event. Aggregated summary statistics indefinitely	Event Administrator
	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
Information about general enquirers	Contact information and nature of enquiry, which may contain personal data	Group email system	1 year	Group Secretary
Information about complaints	Contact information and nature of complaint, which	Group email system	1 year post resolution	Group Group Scout Leader

	may contain personal data			
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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>
Finance – purchase ledgers, record of payments made, invoices, bank paying in counterfoils, bank statements, remittance advices, correspondence regarding donations, bank reconciliation.	7 years	Group Treasurer
Finance – Receipt cash book and sales ledger	7 years	Group Treasurer
Finance – fixed assets register	7 years	Group Treasurer
Finance – Deed of Covenant/Gift Aid declaration and legacies	6 years after last payment made	Group Treasurer
Buildings – Deeds of title	Indefinitely	Group Secretary
Buildings - Leases	7 years after expiry	Group Secretary
Buildings – Documentation regarding plant and machinery	Until 1 year after disposal	Group Secretary
Buildings – records of major refurbishments, warranties, planning consent, health & Safety files	13 years after completion of project	Group Secretary
Trustee’s minutes	7 years	Group Secretary
Annual accounts and annual reports	7 years	Group Secretary
Investments and insurance policy records	7 years after disposal	Group Secretary
Insurance policies	Rolling 1 year	Group Secretary
Employer’s Liability insurance certificate	7 years	Group Secretary
Health and Safety Records	7 years	Group Secretary
Contract with customers, suppliers or agents, licensing agreements, indemnities and guarantees and other agreements or contracts	6 years after expiry or termination	Group Secretary