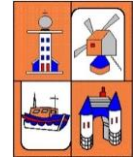


Deal, Walmer, Sandwich & District Scouts - Data Protection Policy



GDPR Data Inventory

Appendix 4: Vers 2.0

Process Area	Process	Digital/Paper	Data Processor	Storage/Security	Disposal	Detail of Purpose/Function
Recording and Processing	Data submission to TSA Membership System	Digital	Scout Assoc.	Digital password	3rd party TSA	Create/modify TSA record -
New Adult Appointments	by new applicant					*Separate SAR to National Scout Association*
District Administrative Communications			Matt Sims			
DLV Communications & Administration	Email correspondance & digital documents	Digital	& District Team	DLV Home/Password Protected	See Policy Part 3	Role related communications
And Trustee Board Sub-teams	Paper-form correspondance and documents		Members	PC/Devices		& Administration
District Finances	Invoices and receipts	Paper/Digital	Kate House	Bookkeeper's home/PC Password	Delete/Shred	Bookkeeping
Explorer Unit Membership Data	Contact details for Explorers and Young Leaders	Digital	Unit Leaders*	Volunteers' home/PC Password	Delete/Shred	Explorers related communications
YIs & Networkers			Alan Noake	14-24 Team Leader home/PC Password	when member leaves	& Administration

*Where managed by District

District Archives	Exempt - administered by Charlie Horne
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