

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



GDPR Data Inventory

Appendix 4: Vers 1.2

Process Area	Process	Digital/Paper	Data Processor	Storage/Security	Disposal	Detail of Purpose/Function
Recording and Processing New adult appointments	Data submission to TSA Compass on-line	Digital	Alan Noake/ Individual Appt. Initiators.	Digital password	3rd party TSA	Create/modify TSA record - *Separate SAR to National Scout Association*
Recording and Processing New adult appointments	Completion by applicant of local AA form:		Alan Noake			Provide data to process application:
	Usually received as Email attachment.	Digital		Digital password.	Delete/Shred on completion	Provide Referee details
	Occasionally received in paper form & scanned	Paper to digital		Paper: Filing cabinet in private home.		
	Local Reference form to nominated referees by email/post	Digital/paper	Alan Noake	Name and proposed role are only data supplied	Delete/Shed on completion	Induction of applicant
	Adult Applications printed for appointment processing and Interview use.	Paper	Alan Noake	Filing cabinet in private home.	Shred on completion	Working document for appt. process
Recording and Processing New adult appointments	Storage on local database	Digital	Alan Noake	AS's Home/Password Protected	See Policy Part 3	Sole comprehensive record of current & historic data.
	Backed up to local remote drive	Digital	Alan Noake	AS's Home/Password Protected	See Policy Part 3	Instant report of District DBS status.
	Periodic back up to remote USB drive (in DC's possession)	Digital	Matt Sims	DC's home/Password Protected	See Policy Part 3	Instant report of District Review status.
						Instant report of appointment process status.
						Instant report of Mandatory Training status.
						Instant report of local Appointment Certificate Issue.
						Instant report of individual Group/Unit adults.
						Instant report of adults by age group.
						Sole source of annual report data.
						Historic data for Archive material.
						Historic data for volunteer recruitment.
					Historic data for making contact .	
					Historic data for awards evidence.	
Recording and Processing Existing adult appointment	Completion by line manager of appointment review form	Paper/Digital	Line Managers	In private homes/ Local Scout HQs	Delete/Shred	Appraisal process
	Storage until candidate seen	Paper/Digital	Alan Noake	Data is Name and Scout details only	on completion of	- changes of role and mandatory training review
Appts. Sec. Communications	Send & Receive Email containing password protected documents	Digital	Alan Noake Sender/Receiver	Sender and Recipients' Password Protected PCs	Delete when no longer required	Appointments related communications
Dist. Sec. Communications & Administration	Email correspondance & digital documents	Digital	Cathy Betts	Dist Sec's Home/Password Protected PC	See Policy Part 3	Role related communications & administration
	Paper-form correspondance and documents	Paper	Cathy Betts	Dist Sec's Home	See Policy Part 3	
DC Communications & Administration	Email correspondance & digital documents	Digital	Matt Sims	DC's Home/Password Protected PC/Dev	See Policy Part 3	Role related communications & administration
	Paper-form correspondance and documents					
Explorer & Network Unit Membership Data	Contact details for all Explorers and Young Leaders	Digital	Alan Noake	14-25 Lead home/PC Password	Delete/Shred when member leaves	Explorers related communications & Administration