Deal, Walmer, Sandwich & District Scouts

Data Protection Policy

Initial Stages of Induction for a New Adult

Appendix 6: Vers 1.0

The following processes enable new adult applicants to join Deal, Walmer, Sandwich and District Scouts in a GDPR-compliant manner. **Completion of the local AA form by the applicant must only be undertaken after the applicant has had opportunity to read the Declarations, District GDPR policy and Scout Association policy, as completion of AA specifies acceptance**. This should be emphasised by the Initiator when the form is issued. These documents are available on the District Web site, but if for any reason it is not possible for applicant to view them, do not allow form to be completed, but instead contact Appointments Secretary or District Commissioner who will ensure they are provided.

Forms must be fully completed (as required for role) before submission.

Additional/Change of Role

A fully-detailed email, instead of an AA form can be sent when either a change of role or an additional role is being applied for, except where applicant is changing from a role that doesn't require references to one that does (eg. Executive Committee Member becoming a Leader).

Suggested procedure:

1. Initiator sends Local AA form to new adult, emphasising requirement to read and accept Declarations and Policies before completing the form. Applicant completes and returns form to Initiator with copy to Appointments Secretary.

2. When fully completed form received, Appointments Secretary adds details to Compass/Local Database and informs Initiator. Sends copies to Local

Training Manager, District Commissioner and Deputy DC as necessary.

3. Initiator and Applicant process DBS application. Appointments Secretary requests references, and sends link for on-line GDPR training and date of next Appointments meeting to applicant.

<u>If applicant is without access to internet:</u>

Initiator provides Appointments Secretary with applicant contact details who posts paper copies of Local AA form, declarations and policies + SAE to Applicant.

Notifies Initiator by email, for information and follow up.

When completed AA form received, Appointments Secretary adds to Compass/Local Database and notifies Initiator, who then arranges DBS.