

Data Protection Guidance for Groups, April 2018



This guidance should be followed by all registered Woodcraft Folk groups. All staff and members should treat personal information sensitively, meeting legal obligations and making it clear to those who supply data how it will be used.

At a glance Data Protection compliance

- Only ask for personal and/or sensitive information when you need it
- Do not share an individual's personal information with another person or organisation (the only exception is when there is a child protection or safeguarding concern)
- Use the 'bcc' function when emailing members, parents and others. Use email groups where appropriate.
- Issue a data usage statement* whenever you collect any personal or sensitive data (see below for examples)
- Do not download documents on to your personal computer or other electronic device – use a shared cloud based system
- Use password protection systems to manage access to data
- Don't leave lists of data on a train, bus, field, or in residential centre
- Dispose of out of date personal data securely and in keeping with Woodcraft Folk's Reporting and Record-Keeping guidance

**Sometimes referred to as a Privacy Statement or Fair Processing Notice. You can access Woodcraft Folk's Privacy Statements at <https://woodcraft.org.uk/privacy>*

Make sure you have read and understand the Data Protection principles as described in Woodcraft Folk's Data Protection Policy (<https://woodcraft.org.uk/resources/data-protection-policy>). If you have any questions or concerns please contact Woodcraft Folk's Data Controller via data@woodcraft.org.uk

Data Protection Principles

Woodcraft Folk groups collect personal and sensitive data for specified, explicit and legitimate purposes e.g. the safe engagement and participation of children, young people and volunteers in our group activities. All individuals choose to participate in Woodcraft Folk and consent to their data being shared.

Woodcraft Folk will only collect data which is relevant to support the safe engagement and participation of its members regardless of age.

For more information about Data Protection Principles, individual rights and our lawful right to process data please see Woodcraft Folk's Data Protection Policy (<https://woodcraft.org.uk/resources/data-protection-policy>).

What data should be collected?

It is important that we only collect the data we need to run our groups and activities safely. This includes both personal and sensitive data (see FAQs for definitions). The table below will list the types of data you should hold at a group level.

	<i>Children/young people actively involved in group</i>	<i>Parents/carers of children/young people actively involved in group</i>	<i>Volunteers helping to run group</i>	<i>Children/young people on a waiting list</i>
Sensitive data	<ul style="list-style-type: none"> • Medical and health information (disability, allergies, medicines, doctors) 	<ul style="list-style-type: none"> • Not required 	<ul style="list-style-type: none"> • Medical and health information • DBS status** • Membership status 	<ul style="list-style-type: none"> • Not required
Personal data	<ul style="list-style-type: none"> • Name • Date of Birth • Address • Parental/carer contact details • Mobile number if the individual makes their own way to group 	<ul style="list-style-type: none"> • Name • Address • Contact details 	<ul style="list-style-type: none"> • Name • Date of Birth • Address • Contact details 	<ul style="list-style-type: none"> • Name • Date of Birth • Address • Parental/carer contact details

***DBS status refers to the recruitment decision made based on a DBS certificate. Copies of DBS certificates should not be kept once a recruitment decision has been made.*

The general principle should be – if we don't need it/use it we should not be collecting and storing it.

How is the above data used?

Collecting personal data enables groups to communicate effectively with all those involved in the group. Without an individual's phone number or email address we would find it much harder to inform them about planned group activities and camps. By joining our groups individuals consent to sharing their data and to Woodcraft Folk using it to inform them about group activities.

Collecting sensitive data enables the group to include individuals, meeting their needs and enables them to engage actively and safely in all group activities. Without knowledge of an individual's allergies or support needs we may cause a medical emergency or fail to include them appropriately in group activities and camps.

At a group night

Group leaders need to have access to personal and sensitive data about the children and young people participating, as well as data related to the adults supporting the group.

All groups should:

- Maintain a register of participants (children, young people, adults and guests) e.g. name and dates of attendance
- Have access to emergency contact details, medical information and support needs

This data can be held electronically or in hard copy, but should only be used by those adults responsible for running the group.

Data should only be stored at a group night venue if it can be done securely e.g. locked cupboard.

On camp

In addition to the information needed for a group night, leaders will also need information about an individual's dietary requirements, second emergency contact.

Data should be shared based on an individual's role e.g.

- KP would need dietary information and any relevant medical data
- First aider would need medical information and details of an individual's Doctor
- Clan leader and Camp Co-ordinator would need access to emergency contact information

If data is produced on paper for camps it should be destroyed within 48hrs of returning from camp.

Accidents and incidents

All accident and incident forms need to be kept for a minimum of 3 years. These forms should be kept alongside the registrations form of those individuals involved.

These are held to enable Woodcraft Folk to review practice with the aim of learning lessons and preventing future incidents. They may also be required to support any insurance claim or legal process following the incident or accident. Please see Woodcraft Folk's Reporting & Record-keeping Guidance for more details.

Image consent

It is Woodcraft Folk's procedure to seek consent for the taking of images (photos or film) to be used for social media purposes, publication or reporting.

Image consent should be obtained as part of the registration process, however there are times when Woodcraft Folk will take images in public places or during outreach/taster events at which not all individuals will be registered group members.

On these occasions please:

- Display a sign saying photographs will be taken and ask individuals to identify themselves if they do not wish for their image to be used
- Wherever possible take group/activity photos that obscure faces
- Ask individuals to sign a photo consent form (please see proforma).

When storing photos it would be helpful to identify:

- Who is in the photo?
- Where it was taken?
- When it was taken?
- Where the image consent is held e.g. registration form, event consent form

Without the above information it will be very time consuming to delete images when an individual's asks for their image to no longer be used. Once an individual asks for their image to be no longer used we will delete it from our online gallery and electronic files. If the image has been used in a publication we will replace the image when the publication is next due for reprint, but will not destroy or recall printed material.

Communicating with others

Group leaders need to be mindful to only communicate with group members and their parents about Woodcraft Folk matters e.g. programme information, camps, events, news

Third party information and items of interest can be shared through social media, but should not be circulated by direct email.

All emails and texts should use the BCC function (Blind Carbon Copy) ensuring individual's email addresses and numbers are not shared unnecessarily.

How should it be stored?

Data relating to children, young people and their parents can be stored in paper copy or electronically. The principles at the top of this document still apply regardless of how the data is stored.

Data relating to adult members should be accessed through the membership database.

Who should have access to data?

Only those who need access to data to fulfil their role, for example:

- Group leaders will need to know the names, medical conditions and support needs of children and young people participating in group
- Group contacts will need to have access to the emergency contact details of all group members, when the Group contact is unavailable they will need to delegate a deputy
- A District Treasurer will have access to data relating to Gift Aid that a Group leader does not need to know
- A District Membership Secretary will have access to volunteer references and referee contact details that others within the District do not need to access

When a group leader moves on to a new group or no longer supports a group their access to data should be removed.

Sharing data

Woodcraft Folk will not share data with a third party unless there is a child protection or safeguarding concern.

If Woodcraft Folk is contracting an external activity instructor, such as a canoe instructor, we will ask members to complete a consent form or updated health and medical form for this purpose before sharing any data.

Destroying data

Please see Reporting & Record-keeping Guidance for information regarding how long data should be retained.

Once data is no longer needed it should be destroyed securely e.g. shredding, burning, deleted from electronic folders.