



Woodcraft Folk & Groop Guidance



This is a Woodcraft Folk document created by Leanne Powell (Membership & Groups Officer)

Groop Overview

Who is Groop?

Groop is an organisation that provides organisations with an online group management platform to help them manage the day to day running of their groups and administration., ensuring they can communicate with their members, stay compliant and meet safeguarding standards.

Groop is accessible via www.groop.com (click on [Member Login](#)) or www.woodcraft.org.uk/groop

Data Security

Groop platform is hosted by UKCloud - a highly secure, UK sovereign cloud storage service, accredited with all appropriate ISO accreditations, including ISO 27001. All of whom are trusted by the UK Government for HRMC, Home Office and the NHS.

Data Protection and Groop

All data held on the Groop platform is subject to the Data Protection Act 2018, which is the UK's implementation of the General Data Protection Regulation (GDPR), and any other applicable data protection legislation and regulations as implemented in all applicable territories covered by the Agreement.

Groop maintains a [Privacy Policy](#) that sets out all parties' obligations in respect of personal information held on the system. To read this policy in full go to <https://groop.com/privacy-policy/>

Staff at Groop who are data controllers are vetted and have full DBS checks.

Woodcraft Folk Data Protection & GDPR

Woodcraft Folk recognises the importance of using personal and sensitive data in an appropriate way, keeping it secure and complying with data protection law.

As part of our activities, Woodcraft Folk collect and makes use of personal information about its' members. The data collected within Groop will only be used to administer a child's active and safe participation in Woodcraft Folk activities and monitor equal opportunities. Data will be securely stored on Groop and will be managed by local volunteers and select staff officers in line with Woodcraft Folk's Data Protection Policy. It may be shared with volunteers in Woodcraft Folk's District, Region, Nation, Committee or working groups, organisers of Woodcraft Folk events, and/or our General Council (Board of Trustees). Information will be retained whilst individuals hold membership and for a further 3 years after they've left the organisation. Some personal data will be kept, meeting audit, legal, safeguarding or other regulatory requirements will be kept in our restricted archive, which can only be accessed by individuals authorised by General Council in line with the data protection procedures.

To read our policies on data protection and privacy in more detail go to:

- <https://woodcraft.org.uk/resources/data-protection-policy>

- <https://woodcraft.org.uk/privacy>
- <https://woodcraft.org.uk/child-protection-reporting-and-record-keeping-guidelines>

If you have questions about how we use your data that are not answered by our Privacy Policy, please [email our Data Controller](#) at data@woodcraft.org.uk.

What can Groop online management do?

The cloud-based software has the following functionality:

- Maintain a register of group participants (*contact details, health/medical and support needs, Doctors details, emergency contacts, demographic information*)
- Can collect details of families on a waiting list
- Communicate with members, send out notifications and alerts
- Create a group register
- Create online events which participants can book
- Manage adult membership and DBS – *coming soon*
- Take online payments and generate invoices
- Generate reports for accounting, events, funding applications etc.
- In addition, the software also has a resources library, enabling easy access to policies, guidance and other useful material

Roles - Who can access what data?

Every individual on the system needs to be allocated a role, that role will dictate what data they have access to and what they can do.

All administrators who are accessing participant and volunteer personal information MUST be a vetted member. This includes becoming a member of Woodcraft Folk, having an up to date DBS and 2 suitability references. We would also encourage them to familiarise themselves with our safeguarding and data protection policies.

GDPR legislation states that data should only be accessed by individuals who require the information, so please make sure that volunteers are given the correct roles to ensure compliance. For example, those supervising and caring for children need to know about the

medical and support needs of those children; a KP needs to know about dietary requirements but doesn't need financial information.

List of role holders below. For [volunteer task descriptions](#) for each role go to <https://woodcraft.org.uk/resources/outline-task-lists-volunteers>

Engagement with Woodcraft	Role on the system	Data access
District Contact/ Co-ordinator	Administrator	<ul style="list-style-type: none"> • Their own data • Data of volunteers linked to the District • Contact details only of participants and volunteers for event create, invitation and communications.
District/Group Treasurer	Administrator	<ul style="list-style-type: none"> • Their own data • Data of volunteers linked to the District • Contact details only of participants and volunteers for invoicing and communications.
District Membership Secretary	Administrator	<ul style="list-style-type: none"> • Their own data • Data of volunteers & participants associated with groups • Can view and administer membership and DBS info for volunteers.
District Safeguarding	Administrator	<ul style="list-style-type: none"> • Their own data • Data of volunteers linked to groups • Data of participants associated with groups. • Can view and administer membership and DBS info for volunteers. • Use contact information to report safeguarding complaints/issues.
Group Contact/ Admin	Administrator	<ul style="list-style-type: none"> • Their own data • Data of volunteers linked to their group and the data of participants associated with their group. • Will administer group
Parent/carer/ Guardian	Parent	<ul style="list-style-type: none"> • Access to their personal data and the children and young people associated to them. They can add themselves and their children to groups and events
Adult Member & Leader/ Occasional helpers	Volunteer	<ul style="list-style-type: none"> • Access to their personal data, can add themselves to an event or group • Can view event registers
Child under 13 years	Participant	<ul style="list-style-type: none"> • No access
Young person over 13 years	Participant	<ul style="list-style-type: none"> • Access to their personal data, can add themselves to an event or group
Folk Office Staff	National Officers <i>only</i>	<ul style="list-style-type: none"> • Their own data • Data of volunteers linked to groups • Data of participants associated with groups. (<i>only select staff who require this info as part of their job will have access to participant info</i>)