



SSAGO
Student Scout and
Guide Organisation

POLICY DOCUMENT:

**GUIDELINE AND BEST PRACTICE FOR
COMPLIANCE WITH THE DATA
PROTECTION ACT
(Nov 2008)**

POLICY DOCUMENT

1) Introduction

The Data Protection Act 1998 is a legally binding document. This SSAGO Policy Document does not in any manner attempt to replace the aforementioned document. On any Data Protection Issues you should always view the Data Protection Act and are recommended to seek legal consul.

This document details the principles operated nationally by SSAGO. Where a club maintain similar information it may consider this document as providing best practice in dealing with the information held covered by the Data Protection Act.

If you have any queries with regards to the Data Protection (1998) then please contact the SSAGO Executive Committee who can use their resources to seek legal guidance.

2) The Data Protection Act

The Data Protection Act 1998 covers information maintain in a relevant filling system (electronic and/or physical) that such information contains personal information and information which could be used to identify the individual. For a complete definition you should read the Data Protection Act 1998.

Copies of the Data Protection Act 1998 can be obtained from Her Majesty's Stationery Office (HMSO). Or accessed online via the Office of Public Sector Information (OPSI) website at:

<http://www.opsi.gov.uk/acts/acts1998/19980029.htm>

Examples of material covered by the Data Protection Act

- SSAGO Health Forms
- SSAGO Event Records

3) Information Maintained by SSAGO

SSAGO Nationally maintains the following information described in the table on the following page. All information maintained by SSAGO is used to maintain membership details, this information is used for providing insurance for members, ensuring that it provides adequate child protection measures and in the event of an emergency have in place the required information to contact individuals.

No information is used for direct marketing or automatic decision making with the exception of Internet Based Data (cookies and sessions). Internet Based Data information makes use of automatic decision making to provide users of its website a personalised interface only. Data obtained by such means is not shared with any third party nor processed for any reasons other than a personalised user interface.

	Personal Information	Sensitive Information	Purpose	Life Span	Sharing If required SSAGO will only share the information with:
Emergency Information Form	Date of Birth; Contact Information; Emergency Contact Information;	Medical Information	To have in place the necessary information for medical personnel and next of kin following an accident.	Maximum life span: until personal membership of club lapses although may be destroyed before	SSAGO National Executive The Scout Association Girlguiding UK Medical Personnel SSAGO's Insurers Club committee Home Contact
Event Records	Date of Birth; Contact Information; Emergency Contact Information		To have in place the necessary information to contact all those in attendance at an event given an issue post event that all attendees be required to be informed of. To have in place the necessary information for medical personnel and next of kin following an accident.	24 months	Event organising committee Designated Home Contact, SSAGO National Executive The Scout Association Girlguiding UK SSAGO's Insurers
Membership Form	Name; Gender; Association; Username;		Record that the subject is a member of the organization	24 months after membership has lapsed	SSAGO National Executive The Scout Association Girlguiding UK SSAGO's Insurers
Club Committee Details	Contact Information		Have in place the necessary contact information for members of the club executive to follow up any CRB issues.	Until notified of new committee details or when informed club has closed	SSAGO National Executive The Scout Association Girlguiding UK
Accident Report Forms Part A			To maintain records of SSAGO's accidents for risk assessment and accident prevention	Organisation lifetime	SSAGO National Executive The Scout Association Girlguiding UK SSAGO's Insurers
Accident Report Forms Part B			To ensure the accident has been reported to SSAGO's insurers	Up until confirmation paperwork has been received by SSAGO's insurers	SSAGO National Executive SSAGO's Insurers

	Personal Information	Sensitive Information	Purpose	Life Span	Sharing
CRB/DS Return	CRB number		Information returned on the progress of a CRB/DS check, used to ensure membership has completed a CRB/DS check and is eligible to attend events where persons under the age of 18 are present	24 months after membership has lapsed	SSAGO National Executive Local Club that return relates to
CRB/DS Adverse Notification		Criminal Information	Letter received detailing an adverse disclosure. Limited specifically to the person who receives the notification. Used as a starting point for making a decision on eligibility to join the organization.	Destroyed immediately after decision on subject is made	SSAGO National Chairperson. Only where an adverse disclosure agreement is signed any other person defined with the Child Protection Policy Document
CRB/DS/ANI club records sheet	Disclosure Number		Information returned detailing the CRB/DS/ANI check held by members. Used to ensure membership has completed CRB/DS/ANI check and is eligible to attend events where persons under the age of 18 are present	24 months after membership has lapsed	SSAGO National Executive Local club that person is a member of
Internet Based Data (cookies, sessions, profiles)	User declared information		Used to provide a personalised interface whilst using the organisation's website	Time defined by user settings	SSAGO National Executive

4) Sharing of Information with Third Parties

SSAGO only supports the sharing of information with the following third parties:

- The Scout Association
- Girlguiding UK
- SSAGO's Insurers

Information will not be shared with any other third party without the prior consent of the individuals involved.

5) Information Life Span

Also defined in the table above SSAGO maintains and recommends the following life spans for SSAGO material. After such time periods the information shall be scheduled for destruction. Destruction will take place at the earliest possible time that the holder of the information has following the guidelines presented in the Erasure and Destruction section.

6) Erasure and Destruction

At the request of Girlguiding UK on environment grounds, the permitted form of destruction for hardcopy information covered by the Data Protection Act 1998, is for such information to be shredded (**NOT Burnt!**). For information stored electronically, it shall be deleted from the electronic media using appropriate method of erasure for that type of media.

7) SSAGO Data Controller Exemption

As a not for profit organisation and it's processing of Data to maintain membership details SSAGO is exempt from notification to The Information Commission with regards to the provision of a Data Controller.

8) Dealing with National Data Protection Requests

Requests for access to records related to the requesting individual and for other information about those records (subject access requests) maintained by SSAGO nationally should be directed to the SSAGO Secretary. A request should first be made to the SSAGO Secretary by email (secretary@ssago.org.uk) to obtain the current residency such that a subject access request can be made. You should then post your request to the residency provided. On receipt of your request you shall be informed of any necessary fees involved in dealing with your request up to a maximum £10. On receipt of the appropriate fee the information requested will be dispatched by recorded delivery within 30 days.

Please note that your request must contain enough information such that you can accurately be identify as the individual