**Local Scouting Privacy Statement Construction Tool**

If you are designing a form to be used locally it will need to clearly state a few basic details to align with the General Data Protection Regulations (GDPR) and Data Protection Act 2018.

To help you align with GDPR and the Data Protection Act, answer the questions below and construct these into easily readable sentences and add it to the form you are designing for local use. Text in black is standard for all in Scouting. Guidance is written in grey text. Local details will need to be added where there’s purple text.

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| **Questions to be answered when designing a local form for Scouting** | **Your answers that will need to be written as sentences and put into a paragraph on the form you are designing, top or bottom.** |
| What is this Privacy Statement? | *This Privacy Statement sets out what we do with Personal Data and what you can expect from* ***[INSERT SCOUT UNIT NAME]*** *as part of our obligations when processing this Personal Data. Additional information about our general data privacy position can be found on* ***[INSERT LINK TO OR DETAILS ON HOW TO OBTAIN THE SCOUT UNIT PRIVACY/POLICY NOTICE].*** |
| What data is being gathered? | *Your answer should list in bullet points the types of information you are collecting.* |
| Why is this information being collected? | *Your answer could include some, all or more of the following depending on the relevance for the form you are designing:** *Identify the member*
* *Verify that the members age is acceptable for the event*
* *Contact emergency contacts in the event of an emergency*
* *Administer any medications that may be required during the event*
* *Inform the event organiser of any disabilities, cultural or any additional needs they may need to cater for*
* *Verification of parental responsibility for authorisation to register the member for the event*
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| Where will the data be stored and what protection is in place to keep it secure? | This data is securely stored ***[AS PAPER RECORDS IN LOCKED FILING CABINET] [IN AN ONLINE MEMBERSHIP SYSTEM] [STORED AS ELECTRONIC DOCUMENTS IN A SECURE STORAGE SOLUTION]*.** We take data security seriously. |
| Who will have access to this data? | *Your answer will need to state who will have access to the data. This does not need to be a list of named individuals; role titles would be acceptable. Where third party systems/processors are used, you must state this and where possible provide a website link to their privacy statement.* |
| When will this data be destroyed? | *Your answer will need to align and link back to the retention policy that your Trustee Board will have set for the Scout Unit.* |
| Link to your overall Data Protection Policy / Privacy Statement | *For more information about how we manage your personal visit please read out Data Protection Policy here* |