

Wharfedale Scout Sailing Centre - Data Retention Policy

Parents

Data Process	Data Type	Retention	Justification
Events and Courses (Application Form)	Personal and Sensitive data (special category)	2 months after an event or 5 years after a course.	Required for enquiries on the event, to record the basis on which NGB Qualifications and Scout Permits were issued and responding to incidents
Incident – with and without professional medical intervention (First Aid Records)	Personal data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident

Young people

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	1 Year after enquiry or until young person joins, whichever is shorter	Required for placing individual on a waiting list for a place
Events and Courses (Application Form)	Personal and Sensitive data (special category)	2 months after an event or 5 years after a course.	Required for enquiries on the event, to record the basis on which NGB Qualifications and Scout Permits were issued and responding to incidents
Incident – with and without professional medical intervention (First Aid Records)	Personal and Sensitive data	Until the young person is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Watersports Qualifications and Experience (issue of NGB Qualifications and Permits)	Personal data	Until 8 years after issue of the qualification or permit (or age 21 if higher)	Legal claims relating to incidents involving NGB Qualifications or permits

Adult volunteers

Data Process	Data Type	Retention	Justification
Pre-join enquiries	Personal data	1 Year after enquiry or until adult volunteer joins	Required for placing individual on a waiting list pending DBS checks/appointment interviews etc
Joining (Application Form)	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership and health issues
Adult Information Form	Personal and Sensitive data (special category)	12 months or until approval checks and "Getting started" training is complete, whichever is shortest	Required to assist in the appointment process
Identity Checking Form	Personal data	Until ID data has been submitted to DBS/PVG and the vetting process is complete	Required to verify that the identity has been checked.
Events and courses (Application Form)	Personal and Sensitive data (special category)	2 months after an event or 5 years after a course.	Required for enquiries on the event, to record the basis on which NGB Qualifications and Scout Permits were issued and responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident – with and without professional medical intervention (First Aid Records)	Personal and Sensitive data	Until the adult volunteer is 21 or 3 years, whichever is greater	Legal claims raised against the incident
Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Appointments Advisory Committee notes	Personal data	18 months	Required to review any training needs of adult volunteers
Watersports Qualifications and Experience (issue of NGB Qualifications and Permits)	Personal data	Until 8 years after issue of the qualification or permit (or age 21 if higher)	Legal claims relating to incidents involving NGB Qualifications or permits

Donors

Data Process	Data Type	Retention	Justification
Individual Givers	Personal Data	1 Year	To keep you informed of your donation
	Gift aid declaration	6 Years after donation	HMRC Tax Audit
	Direct debit mandate	6 Years after last Direct Debit	As proof of Direct Debit Instruction (DDI) and to assist in claims against that DDI

Customers includes Day Visitors and Guide Groups

Data Category	Data Type	Retention	Justification
Day visitors (Day Visitor Form)	Personal and Sensitive data (special category)	1 Year after enquiry or until adult volunteer joins	Required for placing individual on a waiting list pending DBS checks/appointment interviews etc
Events and courses (Application Form)	Personal and Sensitive data (special category)	2 months after an event or 5 years after a course.	Required for enquiries on the event, to record the basis on which NGB Qualifications and Scout Permits were issued and responding to incidents
Incident – with and without professional medical intervention (First Aid Records)	Personal and Sensitive data	Until the individual is 21 or 3 years, whichever is greater	Legal claims raised against the incident

Notes:

Where possible, personal and sensitive (special category) data should be anonymised as soon as appropriate if to be retained for analysis or statistical purposes.

The retention of safeguarding data is handled by the Scouts UK Headquarters as part of the safeguarding procedures and no data should be retained locally. This should be in line with the Scouts 'Young People First', District Commissioner Procedures
<https://members.scouts.org.uk/documents/supportandresources/Safeguarding/CP%20Procedures%20Final%20Elec.pdf>.

Any incidents that have required medical intervention should also be reported to the Scouts Information Centre for alignment to an incident category and to manage the process.

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