

# 150<sup>th</sup> (Wadsley Church) Scout Group



## Data Protection – Information held electronically

The 150<sup>th</sup> holds some member information electronically on our member database. This document sets out:

1. The information we hold electronically;
2. What information is used for;
3. How information is held;
4. The steps taken to protect information held electronically.
5. How we will monitor our electronic protection

### **1. The information we hold electronically**

- Name
- Date of birth & current age
- Address
- School
- Parent name
- Parental Phone number(s)
- Parental email
- Gender
- If registered for Gift Aid

### **2. What information is used for**

The information above is used for a range of reasons. These include collecting subscriptions, registers, identifying members who are due to move to the next section and identifying where our members live in order to assist locality based grants.

The information is shared between you child's section leader and the Executive Committee. All these volunteers have been DBS checked (used to be called CRB checked).

### **3. How information is held**

We use Dropbox, a service which stores our database remotely. This can be accessed by section leaders and the Executive Committee. The full database can only be accessed by a small number volunteers who need it to undertake their voluntary role.

### **4. The Steps taken to protect information held electronically**

Security is always a balancing act. It is important to have a proportionate response which appropriately reflects the sensitivity of the information held. Using Dropbox, we have 4 layers of security: the password required to access our account; encryption of files on Dropbox storage servers; the secure maintenance of their Amazon.com servers and the alphanumeric password on the Excel database itself. We feel that this is a proportionate response to protecting the information of our young members.

### **5. How we monitor our electronic protection**

Adults in Scouting are volunteers and not IT professionals. Therefore, we will review the measures taken to protect electronically held data should the need arise, and seek technical advice if necessary.