

# 19th Wimbledon Scout Group - DATA INVENTORY

**PURPOSE:** The purpose of this form is to capture the data processes that exist within your trust and evidence what you are doing with that data

This form is fully open for edits. If the examples don't match with how you operate then edit as appropriate or add further processes to the bottom of the sheet. DO NOT DELETE ROWS

PROCESS	DIRECTION	OWNER	DESCRIPTION	WHAT	WHO	HOW	WHERE	WHY	WHEN	LAWFUL BASIS	COMMENTS	
Data	Receive or Transfer	Data owner	What is the Process activity	Personal or Special	Who can access the data	How is this data received/transferred	Where is this data stored	Purpose for Process	How long is data kept	What's my lawful basis	Comment	
This is the process where personal data is gathered or transferred, these are examples to be used if applicable to your trust. Please enter 2 processes if you collect both personal and special category data	Is the direction of the personal data movement (inbound to the trust or outbound)	Who is gathering or transferring the personal data	A description of the process with as much detail as possible	Is the data in this process personal or sensitive. Personal data is name, d.o.b, address etc... And special category data is health	During this process who has access to this data, select all that apply. If <b>other</b> is selected add further detail to the comments column	As part of this process how is the data received or transferred, select all that apply. If <b>other</b> is selected add further detail to the comments column	As part of this process where is the data stored, select all that apply. If <b>other</b> is selected add further detail to the comments column	What is the reason for the process, give as much detail as possible to demonstrate there is a justified reason to gather/transfer personal data.	It is important to understand and document how long you will keep personal data as part of this process, this needs to be justified. The below are examples for the process	Each process should be aligned to a lawful purpose. If a process processes both personal and sensitive data then 2 processes should be entered	Where 'other' has been selected or further detail is required for this process, add it here. It is good to add as much detail as possible to justify the process	
Pre join enquiries	Inbound	Membership Co-ordinator	Parents and young persons data is gathered as part of a pre join enquiry	Personal	<input type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input type="checkbox"/> DSM	<input checked="" type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	The personal data is required to contact the parent in regards to the joining process and any wait times for a placement	Data is kept until the young person joins or for 1 year, whichever is longer	Legitimate interests
Young Members Joining - Persona data	Inbound	Group Scout Leader / Section Leader	Young members details are gathered as part of the Joining Process. This includes parents contact details	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	Personal Data is gathered to fulfil the requirements of the joining process.	Data is kept until the Young Person leaves or Moves On. It is then retained for 2 years to answer enquiries on membership or assist a rejoin	Legitimate interests
Young Members Joining - Special category	Inbound	Group Scout Leader / Section Leader	Young members details are gathered as part of the Joining Process. This includes parents contact details	Special	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	Special category data is gathered to fulfil the requirements of the joining process.	Data is kept until the Young Person leaves or Moves On. It is then retained for 2 years to answer enquiries on membership or assist a rejoin	Not-for-profit body
Adult Volunteers Joining - Personal data	Inbound	Group Scout Leader / Section Leader	Adult Volunteer personal details are gathered as part of the joining process	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input checked="" type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	Special category data is gathered to fulfil the requirements of the joining process. Data gathered is sensitive as we need to be aware of conditions and preferences	Data is kept for 2 years after the Adult Volunteer leaves The Movement. This may be retained for a longer period with TSA for safeguarding.	Performance of a contract
Adult Volunteers Joining - Special category	Inbound	Group Scout Leader / Section Leader	Adult Volunteer special category details are gathered as part of the joining process	Special	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	Special category data is gathered to fulfil the requirements of the joining process. Data gathered is sensitive as we need to be aware of conditions and preferences	Data is kept for 2 years after the Adult Volunteer leaves The Movement. This may be retained for a longer period with TSA for safeguarding.	Not-for-profit body
Adult Volunteers Identification checking	Inbound	Group Scout Leader / Section Leader	Adult Volunteers identification is checked by the local Scout group appointments individual	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	The identification of Adult Volunteers needs to be checked locally as part of the appointments process and to aid vetting	The identification form is only required until the DBS/PVG process is complete	Performance of a contract
Away Day Events	Inbound	Group Scout Leader / Section Leader	Young Person attendance at the event to be planned is gathered	Special	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	Consent is gathered for attendees. In addition updated health care data is gathered on the Young Person so it is current.	Data is kept for a 2 month period post the event then it is deleted. This is in case an incident at an event requires this information.	Explicit consent
Away Day Events Mgmt	Outbound	Group Scout Leader / Section Leader	Young person data in attendance is transferred to the 3rd Party Event Company	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	The event mgmt team require personal data on the Young Persons in attendance for health and safety, sensitive health data is included in this	Data is kept by the Events mgmt team for the period of the event, this is then deleted.	Legitimate interests
Moving On	Outbound	Group Scout Leader / Section Leader	Young Person Moves On to the next tier of the Scout structure. The Personal Data on this individual is transferred to the new Scout Leader	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input checked="" type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input checked="" type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> DSM	<input type="checkbox"/> Compass <input type="checkbox"/> ap/Desktop <input type="checkbox"/> Other...	The Group Scout / Section Leader of the group the Young Person is Moving On to requires the data from the previous Scout Leader. This is to fulfil the role of Group Scout / Section Leader	Data is kept until the Young Person leaves or Moves On. It is then retained for 2 years to answer enquiries on membership or assist a rejoin	Legitimate interests

Transfer Waiting Lists	Outbound	Group Scout Leader / Section Leader	The details of Young People on a waiting list are transferred from one Scout Leader to another	Personal	<input checked="" type="checkbox"/> Paper Form / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	To reduce waiting lists to a minimum they are transferred from one Group Scout / Section Leader to another in the District.	The list data is retained until the placements are made, then it is deleted	Legitimate interests	
Annual Health Check	Inbound	Group Scout Leader / Section Leader	Young Person health records are updated from the Parent/Guardian	Special	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	Group Scout / Section Leaders have a requirement for up to date medical and preference information as they have a duty of care of the Young People.	Data is kept until the Young Person leaves or Moves On.	Explicit consent	
Young persons award capture	Inbound	Group Scout Leader / Section Leader	Young Persons Data is updated periodically with details of achievements	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input type="checkbox"/> Mail <input checked="" type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	Young Persons data records are required to be updated when they achieve awards to track their curriculum progress	Data is kept until the Young Person leaves or Moves On.	Legitimate interests	
Accident recording - No medical intervention	Inbound	Group Scout Leader / Section Leader	The reporting of accidents that have happened that did not require any medical intervention	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input checked="" type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	To defend against any claims post an accident or incident the detail of the event needs to be captured	The accident detail will be retained locally until the individual is 21 or 3 years, whichever is greater	Legal obligation	
Incident reporting - medical intervention required	Outbound	Group Scout Leader / Section Leader	Passing of records of accidents to TSA and Unity Insurance that have happened locally that required medical intervention	Personal	<input checked="" type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input checked="" type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	It is required as part of POR to pass details of any accidents or incidents that occur at local level to TSA and Unity Insurance for any claims that may arise	The accident detail will be retained locally until the individual is 21 or 3 years, whichever is greater	Legal obligation	
Friends of Scout Group - Contact Details for Alumni news and events	Inbound	Group Secretary	Collection of contact details of Friends of Scout Group including past members	Personal	<input type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input checked="" type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	To enable news and event details to be communicated to Friends of Scout Group	Data is kept until Friends request removal or pass away.	Legitimate interests	
Booking details for individuals or groups hiring rooms at Scout HQ.	Inbound	Bookings Secretary	Names, email addresses, phone numbers and sometimes bank details for booking deposit refund.	Personal	<input type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input checked="" type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input checked="" type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input checked="" type="checkbox"/> Suite <input checked="" type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input checked="" type="checkbox"/> SMS	<input type="checkbox"/> Compass <input type="checkbox"/> App/Desktop <input type="checkbox"/> Other...	To record when Scout HQ rooms are booked and by who, also to contact hires and/or return deposit money to them.	Paper booking forms kept up to 1 month after event has occurred. Booking names and dates only kept on Google Calendar and Microsoft Excel for tracking purposes.	Legitimate interests	
<b>End of Data for v1. Remaining rows deliberately left blank.</b>				Personal	<input type="checkbox"/> Group Scout / Section Leader <input type="checkbox"/> Adult Volunteers <input type="checkbox"/> District Leader <input type="checkbox"/> County Leader <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> Web Form <input type="checkbox"/> Mail <input type="checkbox"/> SMS <input type="checkbox"/> Compass	<input type="checkbox"/> Suite <input type="checkbox"/> MS Office <input type="checkbox"/> Social Media <input type="checkbox"/> Other...	<input type="checkbox"/> Paper Form <input type="checkbox"/> OneDrive <input type="checkbox"/> Google Drive <input type="checkbox"/> Drop Box <input type="checkbox"/> SMS	<input type="checkbox"/> Compass <input type="checkbox"/> App/Desktop <input type="checkbox"/> Other...				

Paper Form / Section Leader  
  Paper Form  
  Suite  
  Paper Form  
  App/Desktop