

# General Data Protection Regulations (GDPR)

## Aim

To provide all adults in Scouting with an understanding of what the General Data Protection Regulations (GDPR) means for them, their Scout Group, District and County and how to effectively align with it.

## Topics covered

- Personal Data
- Individuals' rights
- Consent
- Accountability & Governance

## Change of role

Revalidation of this Module is required for any change in role to Managers and Supporters or to Executive Committee member.

## Assessing learning needs

These questions follow the topics covered in the trainers notes and are directly linked to the learning objectives for this module. The questions are designed to support you when establishing what the learner already knows, and any gaps in the learner's knowledge. Once these gaps have been identified, you should work with the learner to identify ways in which they can be filled.

Topic	Open Questions, Conversation Starters and Key Messages Checklist	Ways to fill specific gaps in learning  <b>NB</b> This list is not exhaustive and you may have your own suggestions as to how a learner can fill gaps in their knowledge.
Personal Data	<p><b>What does 'personal data' mean?</b> GDPR takes a very wide view of what personal information means, defining it as "any information relating to an identified or identifiable natural person."</p> <p><b>What is a data subject?</b> A data subject is the individual whom particular personal data is about. In Scouting this would include young people, parents and volunteers. Deceased individuals or those who cannot be identified or distinguished from other individuals do not count as data subjects.</p> <p><b>What's the difference between data controllers and data processors?</b></p>	<p><b>GDPR e-learning</b></p> <p><b><a href="https://scouts.org.uk/privacy-policy">scouts.org.uk/privacy-policy</a></b></p> <p><b>Data Protection and Scouting</b></p> <p><b>GDPR toolkit</b></p> <p><b>Information Commissioner Office</b></p>

	<p>A data controller decides how personal information will be used, and often processes this information. A data processor, on the other hand, processes personal information on behalf of a controller under specific written instructions.</p> <p>A Scout Group, District or County is a data controller, with the responsibility resting with relevant the Executive Committee to ensure alignment with GDPR is maintained. Another organisation or individual instructed to process (rather than just collect) data by a Scout Group, District or County is a data processor.</p> <p><b>What's the role of the Information Commissioner's Office?</b></p> <p>The Information Commissioner's Office (ICO) guides, advises and educates organisations on how to align with GDPR. It also has the power to issue penalties and fines for non-alignment. The Scout Association is registered with the ICO.</p> <p><b>What are the six Privacy Principles?</b></p> <ul style="list-style-type: none"> <li>• Lawfulness, fairness and transparency</li> <li>• Purpose limitation</li> <li>• Data Minimisation</li> <li>• Accuracy</li> <li>• Storage Limitations</li> <li>• Integrity and Confidentiality</li> </ul>	<p><b>Charity Commission for England and Wales</b></p> <p><b>Scottish Charity Regulator</b></p> <p><b>Charity Commission Northern Ireland</b></p> <p><b>Small Charities Coalition GDPR Guidance</b></p>
<p><b>Individual Rights</b></p>	<ul style="list-style-type: none"> <li>• <b>How can people have more control over how their data is processed?</b> GDPR aims to give people more control over the ways in which organisations process their personal data.</li> <li>• <b>What are the main rights of individuals in GDPR?</b> The right to be informed The right of access The right of rectification The right to erasure The right to restrict processing The right to data portability The right to object Automated decision-making</li> <li>• <b>What steps can you take to align with these rights?</b></li> </ul>	

	<ul style="list-style-type: none"> <li>- Review all the forms you use to collect information to ensure they provide the necessary information or signpost individuals to where it can be found.</li> <li>- Make sure individuals can easily contact you and get incorrect information amended or whether you need to set up an email, telephone or other contact point to make it simpler.</li> <li>- Make sure it is easy to remove an individual's details from the information you hold.</li> <li>- Make sure you have a process in place to record, consider and reach a decision for occasions when someone objects to their data being processed.</li> <li>- Make sure that you can provide personal data in a structured, commonly-used and machine-readable format</li> <li>- If you send marketing emails, you must stop using personal information for direct marketing purposes as soon as you receive an objection.</li> </ul>	
<p><b>Consent</b></p>	<ul style="list-style-type: none"> <li>• <b>What is consent?</b> Under GDPR, consent is all about offering individuals genuine choice and control over the processing of their personal data.</li> <li>• <b>How can you ensure you provide genuine consent options?</b> <ul style="list-style-type: none"> <li>- You must provide clear statements about what people are consenting to, and need to be clear why you need the data and what you're planning to do with it.</li> <li>- Consent forms should be separate from other terms and conditions</li> <li>- You must keep evidence of the consent you've obtained</li> <li>- Individuals must have provided you with a very clear and specific confirmation of their consent</li> <li>- Local Scout Groups, Districts and Counties must obtain consent from a parent or guardian to process the data of a young person.</li> </ul> </li> </ul>	

	- You must not contact people for marketing purposes unless they have specifically consented to it.	
<b>Accountability and Governance</b>	<ul style="list-style-type: none"> <li>• <b>What is the accountability principle?</b> At an Executive Committee level, it means having clear documentation and recording procedures which prove that required standards are being met. It also involves implementing measures to prepare and maintain records of your Group's, District's or County's processing activities.</li> <li>• <b>When should a Privacy Impact assessment be done?</b> <ul style="list-style-type: none"> <li>- changing from paper records to an online processing system</li> <li>- building new or developing existing IT systems for storing or accessing personal data</li> <li>- developing policies, processes or strategies that have privacy implications</li> <li>- before passing information to other members within or outside of your Scout Group, District or County</li> <li>- using personal data for new purposes to those that the data was originally collected for.</li> </ul> </li> <li>• <b>What should you do in case of a data Breach?</b> Under GDPR, personal data breaches should be reported to the Information Commissioner's Office, unless the breach is unlikely to result in a risk for the rights and freedoms of individuals.</li> </ul>	

### Delivery methods

- e-learning

### Validation criteria

**To validate the Module the learner will need to:**

- discuss their responses to the questions in the Check your Knowledge and Assessing Learning Needs charts with a Training Adviser and reflect on the key Data protection principles of the GDPR and how these apply to their Scouting role.

Any other ideas subject to agreement with your Training Adviser.