



1st Cookham Scouts

Data Protection ~ Membership Records 01/01 (Data Protection Act 1998 - Amended March 2000)

Dear Parent,

The Scout Movement in the UK is a membership organisation. To enable it to operate, and to communicate with its members, it is necessary to maintain records about them.

This will include keeping details of name; address; date of birth; contact names and numbers; parents; doctors; school; religion etc., We will also be keeping details of your son's progress through Scouting (badges gained, awards worked on, camps undertaken etc.). Information held in our Scout Group may be shared from time to time within Scouting including the Headquarters of the Association.

New legislation came into force in March 2000 which covers the protection and processing of personal data. Adults and young people have the same rights under the Data Protection Act 1998. The Act covers paper based, as well as computer based, information.

Certain information is classed by the law as 'Sensitive Personal Data'. In our context this will include information about your son's:

- Health (to ensure we are prepared for medical emergencies it is important that we hold this relevant information)
- Disabilities (as above)
- Religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary)

To hold this 'Sensitive Personal Data' we need your explicit consent. This can be given by completing the attached form.

All the information will only be used in connection with your son's membership of the Scout Movement in the UK, this will include membership management and communications.

None of the information held will be passed or made available to any third party outside the Scout Movement.

Please give your consent by completing the attached form and returning it to me. You may obtain a complete schedule of all information held about your son at anytime, please ask a Leader. If you have any questions please do not hesitate to contact me.

Regards

Rob Coomber



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Parental Consent Form

I understand the nature of the personal information which the Group will hold related to my son and how this is affected by the current Data Protection legislation.

I accept that the 1st Cookham Scout Group will be keeping information about my son's membership of the Scout Movement for Scouting purposes.

I give explicit consent to the holding of 'Sensitive Personal Data' related to my son (e.g. health, disability, religion).

Scout Name

Name parent/Guardian

Signature

Date

Please return the completed form to Rob Coomber