# Guidance for good management of personal data\* (PD) for 2nd Langham responsible persons

## Data collection

* Always think about why you need to collect data
* Only collect the sodding minimum amount of data you actually need for the activity
* Photographic images and video is included as PD: please seek authority from the most senior leader before taking any photos or video

## Electronic Data storage

* Personal data should not be kept on a home pc or electronic device, unless validated by the DPO
* Personal data should not be kept in personal cloud storage, unless validated by the DPO
* Any validated data on a pc, electronic device or cloud storage should be only accessible by the person responsible
* Any validated data on a pc, electronic device or cloud storage should be password protected
* Data should be deleted as soon as the reason for collection is no longer valid
* If duplicate information exists on secure sites eg. OSM, information held personally should be deleted, if not required for an imminent event

## Emails

* Always check emails for any extra personal data inside the main body; take particular care when forwarding emails
* Always double-check that email addresses are correct and the recipients are the right ones
* Use OSM or Compass to send emails where possible
* If sending from a personal email account, always use the bcc feature when emailing multiple contacts
* If collecting information via email, always include a link to the Group privacy policies
* If sending any PD via email, password-protect the file and use another medium (eg. Phone call or WhatsApp/Text) to provide the password

## Paper/hard copy storage

* Always keep PD in an opaque closed container
* Never leave PD visible in a car; lock in the boot where possible
* Always take care with PD when by travelling by public transport and watch for “shoulder surfing”. Keep in a locked container or bag where possible
* Keep PD in a locked container when on events, camps or other activities
* Keep PD stored safely and out of view when at home or scouting venues

## Data removal

* Always safely destroy data you have collected as soon as the reason for collection has passed (if collected for an event, this should not be more than a few days after)
* Delete files and spreadsheets from all areas on your pc, any electronic devices and cloud storage
* Destroy paper copies either in a shredder or a confidential waste bin if you have access to one
* If you have old emails containing PD, please delete these as well
* Electronic devices eg laptops should have their hard disks securely wiped before being disposed of or sold

\* A definition of what is defined as “personal data” is held in our data protection policies on the website. A link to the adult one can be found HERE.

### Concerns?

Contact your Data Protection Officer (DPO) at [chair.langhamscouts@gmail.com](mailto:chair.langhamscouts@gmail.com)

More information can be found at [www.ico.org.uk](http://www.ico.org.uk/)