

# Stirling Scout & Guide Gang Show

## DATA PROTECTION POLICY

This must be strictly adhered to by all who hold personal data of any kind regarding Stirling Gang Show members.

- Definitions :**
1. A Gang Show cycle is the time from the end of one Gang Show until 4 weeks after the end of the subsequent Gang Show.
  2. Destroyed means deleted from computers and storage devices for information stored electronically or shredded for information held on paper

### GENERAL

1. No lists of members containing any personal information other than names and costumes will be sent by email or by any other means of electronic communication. Personal data held by Stirling Gang Show is solely for the following purposes :
  - a) For the health safety and wellbeing of our members.
  - b) To allow us to communicate with our members
  - c) To ensure that the practical side of a Gang Show can be progressed e.g. Casting, Wardrobe, Scout/Guide membership.
  - d) To hold historic records of our members over the years we have been in existence and enable us to contact past members to encourage them to attend the current Show and attend reunions.
2. Data may be held on local computers or in paper files by staff involved in the management of a Stirling Gang Show production. Computers holding personal data must be protected by a password.
3. Individuals have a right to examine all data held about them by Stirling Gang Show. Examination requests (SAR) should be made to Stirling Gang Show Convener who will record them in a Subject Access Request Register.
4. Members of the Production/Management Teams holding any such data must respond to a request quickly. Our target is to respond to a request by an individual for a copy of their data within 14 days of receipt of the request. If individuals holding data are indisposed or on holiday then an interim response will be supplied within 14 days and a full response as soon as possible thereafter but within a month since the initial request was received. The person requesting an SAR will have to be authorised to make the request (i.e. they must be the subject or their parent if the subject is under 18) and will require to provide proof of ID before the data information is released.
5. Leaving Stirling Gang Show is defined as an individual not joining the next production of Stirling Gang Show or giving us notice of leaving by email or in writing.
6. Emails will always be sent to our members using *bcc* so that no one in receipt of the email can see any other address.
7. No lists of members containing any personal information other than names and costumes will be sent by email or by any other means of electronic communication.

### TIMESCALES

Data must be deleted or destroyed by shredding within the timescales listed below

1. Membership forms for a production will be destroyed within a month of the last performance
2. Ticket order forms will be destroyed within a month of the last performance
3. Lists of medical conditions/allergies relating to Gang members will be destroyed within a month of the last performance of the Show for which they have been prepared.

4. Casting lists for each production are issued to cast members and are therefore in general circulation. However copies held by Stirling Gang Show will be destroyed after one Gang Show cycle.
5. Lists of Gang Show members and their personal information for a particular production will be destroyed after one Gang Show cycle. Para 6 and 7 below are exceptions to this.
6. Names of Gang Show members together with the years in which they performed will be held on file for the purpose of awarding certificates of participation.
7. The names of those taking part in Stirling Gang Show are published in Gang Show Programmes and are also filed for historical purposes. With the specific permission of individuals, or their parents if they are under 18, contact details will also be kept on file.
8. If requested we will delete any individual's name from the historical record and/or any other Stirling Gang Show record within 7 days. Such request should be contained in an email or in writing.
9. Attendance registers for a production of Stirling Gang Show will be destroyed within one Gang Show cycle unless Scout or Guide HQ and/or our insurance company request otherwise.
10. Lists of members will be sent to Guide & Scout Commissioners in paper format for the purpose of verifying membership for a single production and for insurance. They must be destroyed within one Gang Show cycle.
11. Individual identifying pictures will be destroyed within one Gang Show cycle of the production they refer to unless permission is given by individuals, or their parents if they are under 18, to retain them as a historic record.
12. Electronic copies of backstage passes will be destroyed within one Gang Show cycle from the production for which they were created.

### **EXCEPTIONS**

1. Gift Aid forms completed by individuals must be kept for at least 7 years after the final donation. They will then be destroyed within the following 12 months
2. Accounts held by the Treasurer will show the name of anyone giving a donation. These are not destroyed.