



Data Retention Policy

Last Updated: May 2025

Purpose

This is the Data Retention Policy of Grafton District Scout Council.

The purpose of this policy is to specify Grafton District Scout Council's guidelines for retaining different types of personal data and for how long.

Scope

This policy covers all data in the possession or control of Grafton District Scout Council regardless of the medium in or on which those data are held. Where statute or regulation departs from the requirements of this policy, Grafton District Scout Council will comply with the relevant statute or regulation. This policy may be updated from time to time.

Young People

Data Process	Data Type	Retention	Justification
Pre Join Enquiries	Personal data	1 year after enquiry or until young person joins, whichever is shorter	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	10 Years after the young person leaves	Required for enquiries on membership and to respond to enquires from HQ or statutory agencies regarding incidents
Events	Personal and Sensitive data (special category)	2 years after event	Required for enquiries on the event and responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident and / or medical intervention	Personal and Sensitive data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident

Training records	Personal data	2 Years after the young person leaves	Required for any re-joins to connect them back to their training records
Attendance register	Personal data	18 months	Required to complete annual registration review Required to prove attendance for Gift Aid reclamation

Adult Volunteers

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until adult volunteer joins	Required for placing individual on a waiting list for a place
Joining	Personal and Sensitive data (special category)	2 Years after the adult volunteer leaves	Required for enquiries on membership
Adult Information Form	Personal and Sensitive data (special category)	12 months or until approval checks and "Growing Roots" training is completed, whichever is shortest	Required to assist in the appointment process
Identity Checking Form	Personal data	Until ID data has been submitted to DBS and the vetting process is complete	Required to verify that the identity has been checked.
Events	Personal and Sensitive data (special category)	2 years after event	Required for enquiries on the event and responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy

Incident and / or medical intervention	Personal and Sensitive data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident
Training records	Personal data	2 Years after the adult volunteer leaves	Required for any re-joins to connect them back to their training records
Welcome Conversation Notes	Personal data	18 months	Required to review any training needs of adult volunteers
Adult award registrations	Personal and Sensitive data (special category including citation)	6 months after the award completion	To retain their award registrations for the duration of the eligibility period
Adult award completions	Personal data and Sensitive data (special category including citation)	6 months after the award completion HQ will retain the data permanently for basic data; name, county, award, membership number, completion date	To retain their award registrations for the duration of the eligibility period Historic record of award completions

Parents

Data Process	Data Type	Retention	Justification
Pre join enquiries	Personal data	1 Year after enquiry or until young person joins	Required for placing individual's young person on a waiting list for a place
Joining	Personal data	2 Years after the young person leaves	Required for enquiries on membership
One off events	Personal data	2 years after event	Required for enquiries on the event and

			responding to incidents
Safeguarding	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy	NA – See TSA Safeguarding policy
Incident and / or medical intervention	Personal data	7 years after incident, or 7 years after individual turns 18 if later	Legal claims raised against the incident

Donors

Data Process	Data Type	Retention	Justification
Individual Givers	Personal Data	1 Year	To keep you informed of your donation
	Gift aid declaration	7 Years after the end of the financial year that the donation was made	HMRC Tax Audit

Customers

Data Process	Data Type	Retention	Justification
District Badge Shop	Personal Data	1 Year (one off hires)	Required for enquiries on purchases and account
Spotley Wood Campsite Hirers		1 Year after last hire (regular hires)	
Bookings Site Users	Transaction data	7 Years after the end of the financial year that the transaction was made	HMRC Tax Audit

As a Subject Rights Request (SRR) can be made by any type of individual it is represented here. Data from an SRR will be retained for 7 years to allow for answers to queries and complaints raised in relation to the SRR.

Further information

For further information, please contact the District Lead Volunteer on dlv@gdscouts.org.uk.

Document Change Log

Version	Date	Change	Author
1	May 2025	Creation of Policy	WHa