



## 14<sup>th</sup> Keighley (Haworth) Scout Group Membership Records



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 details of name; address; date of birth; contact telephone numbers. We will also be keeping details of your son's/daughter's progress through Scouting (badges gained etc). Information held in our Scout Group may be shared from time to time within Scouting including Headquarters of the Association.

Legislation that 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 and computer based information.

Certain information is classed by the law as 'Sensitive Personal Data' in a Scouting context, this may include information about your Son's/Daughter's:-

- Health (to ensure that we are prepared for medical emergencies it is important that we hold relevant information).
- Additional needs (to ensure a safe integration of your Son's/Daughter's participation in activities, details of additional needs, need to be known).
- Religious or similar beliefs (this will help us ensure that we make appropriate arrangements when necessary).
- Racial or ethnic origin (again this will help us ensure that we are sensitive to cultural needs of our Members)

To hold this 'Sensitive Personal Data' we will need your explicit consent.

All information will only be used in connection with your Son's/Daughter's membership of the Scout Movement in the United Kingdom – this will include membership management and communications.

Any information provided will not be passed to any third parties outside the Scout Movement without your consent. You can give your consent by completing the questions on the form provided.

If you have any questions, please do not hesitate to contact a member of the Leadership Team.

Yours Sincerely  
The Leadership Team  
14<sup>th</sup> Keighley (Haworth) Scout Group