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# Data Protection Policy

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Girlguiding UK’s policies and related statements provide a structure in which guiding can take place safely, consistently and in accordance with legislation. Policies must be followed by Girlguiding UK’s members and by recognised volunteers involved in delivering or supporting guiding. These policy statements are supported by further information and resources to ensure that our members put the policies into practice.



## Policy Statement

*Girlguiding UK conforms to the requirements of the Data Protection Act 1994 when storing personal data on the Girlguiding UK membership database Go! as well as when storing any manual records. It is the policy of Girlguiding UK that all personal information will only be used for guiding purposes and will never be passed to a third party.*

## Guiding Organiser database (Go!)

Go! contains information on all Girlguiding UK members and volunteers, as well as certain other associated individuals.

The data is held centrally, and is currently updated and accessed by authorised personnel at CHQ and over secure data links by authorised personnel at Country and Region offices. During the course of 2009 the Go! system will be made available to individual members via a secure web portal. As Counties begin to use the system the records of all members will be held securely, including young members.

The information in the system is derived from information provided by individuals to authorised personnel and is usually taken from [official Girlguiding UK forms](#) including the Adult Application and Change of Details forms and the Starting... leaflets for girls and young women. Individuals are responsible for maintaining their own data, either directly or via a nominated person.

Guiding units are required to hold personal data on members of Girlguiding UK provided that it:

- relates only to members of Girlguiding UK and enables them to deliver guiding to the girls and young women in their care
- is held only to calculate remuneration, or to keep a record of payments due to or from an individual.

Units and guiding areas must use current Girlguiding UK forms, such as the Starting... series, to obtain information relevant to the safe delivery of guiding.

A member, or an adult with parental responsibility for her, has the right to request a copy of the information being held. This can be provided in the case of a girl or young woman by the Unit Leader only. In the case of an adult this information can be requested from the local Commissioner or her nominee, or from the [Membership Support Services](#). The Information Commissioners' Office guidance allows Girlguiding UK to make a charge of £10 if a 'hard' copy is requested. Email requests are free of charge.

If guiding units and areas wish to hold personal data on individuals who are not members of Girlguiding UK they must ensure that the data subjects, having been asked, have not objected.

## Statement of fair processing

The data on Go! is held and used in accordance with the provisions of the Data Protection Act 1998. In particular:

- The personal data is only used for activities directly relating to guiding and/or a person's membership of Girlguiding UK.
- The information is never passed to a third party.
- The information is kept as accurate and up-to-date as is necessary for the purposes for which it is being held. The Association undertakes to keep it secure and to prevent it being used in an unauthorised or unlawful way.
- The Data Protection Act gives members rights in relation to the information held about them and members have the right to request a copy of the data.

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