

# Information Sourcing Answer Sheet

Questions	Answers
<p>1. List the various forms of 'personal data' as listed on the website. <a href="#">Look here.</a></p>	<p>Definition: Any information relating to an identifiable person (a 'data subject'). Personal data also includes special category personal data: any permanent characteristics of a person's physical, physiological, genetic, mental, economic, cultural or social identity.</p> <p>Examples on the GDPR webpages:</p> <ul style="list-style-type: none"> <li>• Name, address, etc</li> <li>• Telephone number</li> <li>• Email address, twitter handle</li> <li>• IP address</li> <li>• Photograph</li> <li>• Disability or health data</li> <li>• Ethnicity data</li> </ul>
<p>2. What are the seven data protection principles listed on the website? <a href="#">Look here.</a></p>	<p>Girlguiding is committed to ensuring the appropriate use and management of personal information. We follow the data protection principles and requirements to make sure that personal data is:</p> <ol style="list-style-type: none"> <li>1. Processed lawfully, fairly and in a transparent manner in relation to the data subject. Find out more in our <a href="#">Handling Personal Data procedure</a>.</li> <li>2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. See our <a href="#">Privacy notice</a>.</li> <li>3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. For example, if you're collecting data to allow a girl to join Girlguiding, it's not necessary to collect any personal data about her parents/carers other than contact details.</li> <li>4. Accurate and, where necessary, kept up to date.</li> <li>5. Not kept for longer than is necessary.</li> <li>6. Processed in accordance with the rights of the data subject.</li> <li>7. Accountability - compliant with the data security principles set out in the updated GDPR legislation.</li> </ol>

<p>3. When does data protection legislation not apply? <a href="#">Look here.</a></p>	<p>Some data is exempted from the provisions of data protection legislation. Examples include:</p> <ul style="list-style-type: none"> <li>• National security and the prevention or detection of crime.</li> <li>• The assessment of any tax or duty.</li> <li>• Where the processing is necessary to exercise a right or obligation conferred or imposed by law upon Girlguiding.</li> </ul>
<p>4. What is the second bullet point (in bold) on 'How to use a data collection Girlguiding form'? <a href="#">Look here.</a></p>	<p>Do not make up your own local version as this is against Girlguiding policy.</p>
<p>5. What is the second bullet point (in bold) on 'How to take photos or videos in an appropriate way'? <a href="#">Look here.</a></p>	<p>You can't use a photograph if there isn't a photographic consent in place.</p>
<p>6. What are listed as unacceptable uses of GO data? <a href="#">Look here.</a></p>	<p>Unacceptable uses of GO data include:</p> <ul style="list-style-type: none"> <li>• You must not use GO data to communicate with people about non-guiding related activities or share data with third parties without consent. For example, you must not:             <ul style="list-style-type: none"> <li>○ Use GO data to communicate with people about another organisation, or any other non-guiding activity that you are a part of.</li> <li>○ Add GO data into third-party applications or online services, such as online Guide Manager (OGM) or Instagram accounts.</li> </ul> </li> </ul> <p>Share GO data with anyone else, including other Girlguiding volunteers, if you don't have consent to do so.</p>

<p><b>7. How should personal data be shared through the post? <a href="#">Look here.</a></b></p>	<p>If you're not sure, ask the Data Protection team at Girlguiding HQ first (<a href="mailto:dataprotection@girlguiding.org.uk">dataprotection@girlguiding.org.uk</a>).</p> <ul style="list-style-type: none"> <li>• If you need to share personal and/or special category data by post (for example, to send documents to Girlguiding HQ), you must use a postal service that is signed for.</li> <li>• If you are sending personal or special category data, relating to more than ten people, you must send using a postal service that is tracked and signed for.</li> </ul> <p>If you are sending a large amount of personal data, relating to more than 100 people, please contact the Data Protection team at Girlguiding HQ (<a href="mailto:dataprotection@girlguiding.org.uk">dataprotection@girlguiding.org.uk</a>) to confirm the best way to send the data.</p>
<p><b>8. How long should starter forms be kept for? <a href="#">Look here.</a></b></p>	<ul style="list-style-type: none"> <li>• Keep until information is added to GO.</li> <li>• Gift aid form to be kept for year of last donation, plus six years.</li> </ul>
<p><b>9. How is a data breach defined? <a href="#">Look here</a></b></p>	<p>A data breach is an incident or omission that results in a loss, theft, deletion, unauthorised sharing or unauthorised access to personal data.</p>
<p><b>10. What are individuals' six rights over their personal data? <a href="#">Look here.</a></b></p>	<p>Data protection legislation gives individuals a number of rights over the personal data we hold and use about them. These six rights are:</p> <ol style="list-style-type: none"> <li>1. The right to be provided with copies of the data we hold about them (previously known as a Subject Access Request or SAR).</li> <li>2. The right to have the data we hold about them corrected if they believe it is wrong.</li> <li>3. The right to have the data we hold about them deleted.*</li> <li>4. The right to ask us to temporarily stop using the data we hold about them.*</li> <li>5. The right to question how we use the data we hold about them.*</li> <li>6. The right to be provided with copies of the data we hold about them, in a format that can be used by another organisation.*</li> </ol>

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\*These rights have exemptions allowing Girlguiding to refuse the request if certain circumstances apply.

**Printing and preparation notes:**  
Print double-sided, 1 per trainer.