















 <p style="text-align: right;">Scenario cards</p> <p>Scenario 1 Topics related to: Consent</p> <p>You're a Guide leader, and you normally collect and use a generic Activity/Event Notification and Consent form at the start of each year to cover all smaller events, such as visits to the park, for your unit. You do this because it saves on time and ensures it's easy to find in one place.</p> <p>Is this practice OK to ensure you are compliant with GDPR?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 2 Topics related to: Consent</p> <p>A unit has a camping trip coming up, and you and the other leaders want to capture some good photos of the girls. You may even video a few girls on the trip to use afterwards to promote the unit and attract new volunteers to sign up.</p> <p>What should you and the leaders do to ensure you are compliant with GDPR?</p>
 <p style="text-align: right;">Scenario cards</p> <p>Scenario 3 Topics related to: Responsibility, Data breach</p> <p>The actions of a leader in your unit have led to a breach in data.</p> <p>Will she be held responsible for the breach? And what does this mean?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 4 Topics related to: Data breach</p> <p>You're a busy leader, and well into your 30-minute drive home from Rainbows when you remember that you absent-mindedly left the unit register (with girls' names and emergency contact details) in the church hall in the unit equipment box. You return to the church to retrieve it and notice that the hall is now filled with another evening community group meeting.</p> <p>What should you do? Is this a breach and do you need to report it?</p>

 <p style="text-align: right;">Scenario cards</p> <p>Scenario 5 Topics related to: 1st Response, Retention</p> <p>A Brownie slipped and fell on a weekend event and has minor grazing. She had first-aid treatment at the time and is fine now. The unit leader has all the event paperwork, including the completed Notification of Incident/Accident form.</p> <p>What should the leader now do with the paperwork to ensure she is compliant with GDPR?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 6 Topics related to: Downloading and using data</p> <p>The venue where your unit meets doesn't have Wi-Fi and, therefore, you're unable to access GO while there.</p> <p>What information do you take to the meeting? And how should you handle it safely?</p>
 <p style="text-align: right;">Scenario cards</p> <p>Scenario 7 Topics related to: Responsibility</p> <p>You are a commissioner concerned about whether all of your volunteers are following data protection good practice guidelines.</p> <p>As a commissioner, how can you ensure your volunteers are compliant with GDPR? And, are commissioners responsible if the volunteers they support don't comply with GDPR?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 8 Topics related to: Retention</p> <p>As a leader, you're trying to ensure you don't have any data you aren't actively using and want to securely destroy all unneeded data. You're also concerned about destroying any needed data or destroying records of the unit's history. You want to keep records of the first meetings you had and some photos from across the years, which you don't have permission for. You can't even remember who all the girls were, so can't contact them to ask for their consent.</p> <p>What can you keep in terms of retaining old meeting information? What should you keep?</p>

 <p style="text-align: right;">Scenario cards</p> <p>Scenario 9 Topics related to: Sharing data, Consent</p> <p>You belong to several unofficial Facebook groups for guiding, where you chat and share details on events and good offers related to guiding with members, parents/carers and other volunteers. You also use WhatsApp with other leaders and parents/carers to discuss guiding activities.</p> <p>Is it OK to still be using these social media platforms like this? If yes, why? And what should you be aware of? If not, why?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 10 Topics related to: Safeguarding, Retention, Sharing data</p> <p>A disclosure has been made to a volunteer and they have taken notes on what was said. The volunteer has called and relayed this information to a staff member at Girlguiding HQ.</p> <p>What should the volunteer now do with the notes?</p>
 <p style="text-align: right;">Scenario cards</p> <p>Scenario 11 Topics related to: Safeguarding, Sharing data</p> <p>You're a leader and there's a parental dispute. A Guide's father, who is estranged from his wife and not the Guide's named primary contact adult, calls you asking for details of where his daughter is on a residential.</p> <p>What should you do?</p>	 <p style="text-align: right;">Scenario cards</p> <p>Scenario 12 Topics related to: Safeguarding, Sharing data, Responsibility</p> <p>You have been asked to supply any historic (past) potential safeguarding cases you are aware of. What is the process for handing over this data? And, are there any special considerations you need to make?</p>

 <p style="text-align: center;">Scenario cards</p> <p>Scenario 13 Topics related to: Safeguarding, Sharing data</p> <p>You're stepping down from your volunteer role and have been involved in a safeguarding case. What steps should you take in relation to data protection and handing over the case you have been involved in?</p>	 <p style="text-align: center;">Scenario cards</p> <p>Scenario 14 Topics related to: Downloading and using data, Consent</p> <p>As a leader, you keep a downloaded list of parents' /carers' email addresses, so that when you're arranging an event, for example, you can email those directly who are not part of the Facebook group you use to post event updates.</p> <p>Is it OK to have this list of email addresses? If yes, why and what should you be aware of? If not, why?</p>
 <p style="text-align: center;">Scenario cards</p> <p>Scenario 15 Topics related to: Consent, Using data</p> <p>As a volunteer, you have regularly been sending out e-newsletters to parents/carers and volunteers, which contain information on offers available to members, information about local events and other information on what the unit is doing over the coming weeks.</p> <p>Is this OK? If yes, why and what should you be aware of? If not, why?</p>	 <p style="text-align: center;">Scenario cards</p> <p>Scenario 16 Topics related to: Retention</p> <p>A leader in your unit has shared that they have heard you should be shredding forms and information you are not actively using to ensure you are GDPR compliant. They are concerned about what your unit should be doing and want to get it right. They are particularly concerned about what parts of the new starter form should be disposed of and when.</p> <p>What advice could you give them to clarify what needs to be done and by when, to ensure your unit is GDPR compliant?</p>



Scenario cards

Scenario 17 **Topics related to: Retention**

As a volunteer, you know you should not be keeping all data from the various forms you use, old registers, photos of events taken and so on. But you're also aware some information must be kept or shared with Girlguiding HQ, such as financial records or safeguarding case notes.

What should you do: 1) sending to Girlguiding Trading Service for safekeeping, 2) keeping in a safe place locally, or 3) securely destroying?

Printing and preparation notes:

Print single-sided, one copy of all scenarios you have selected to use, cut up ready for use.