



19th N.X.Scout Group, Durham



Dear Parent,

Membership Records

The Scout Movement in the United Kingdom is a membership organization. To enable us to operate, and to communicate with our members, it is necessary to maintain records about them.

This includes keeping details of name; address; date of birth and 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 the Headquarters of the Scout Association.

New legislation 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 based (as well as 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
- **Disabilities** to ensure a safe integration of your son's/daughter's participation in activities,
- **Religious or similar beliefs** to help us ensure that we make appropriate arrangements when necessary
- **Racial or ethnic origin** to help us ensure that we are sensitive to the cultural needs of our members

To hold this 'Sensitive Personal Data' we will need your explicit consent. This can be given by completing the enclosed form.

All the 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.

None of the information provided will be passed to any third parties outside the Scout Movement without your consent. You can give your consent by completing the question on the form

If you have any questions please do not hesitate to contact me.

Yours sincerely

Ian Peele Group Scout Leader



19th N.X.Scout Group, Durham



Personal information sheet to be accompanied by data protection act of 1998 information sheet

1. Forenames -----
2. Surname -----
3. D.O.B -----
4. Address -----

Postcode -----
5. Home telephone no' -----
6. Parent Mobile' no' or emergency no'-----
7. e-mail -----
8. Scouts mobile no'-----
9. Doctors name -----
10. Doctor phone no-----
11. Parents names -----
12. Health relevant information-----
13. Personal information 'i.e. vegetarian' -----
14. Religion -----
15. School -----
16. Personal information that we should know for the comfort/safety of your child

I DO / DO NOT (delete as appropriate) give consent to the disclosure of any of information held to third parties associated with the Scout Movement in order that they may offer products and services which may be of interest.

I DO / DO Not (delete as appropriate) give consent for my child's photograph to be taken and used for Scouting publicity purposes according the Scout associations guidelines.

If there is any change in any of the above circumstances please let us know immediately. Information can be passed on by e-mail to gsl@19nx.org.uk or in writing at any section meeting

I accept that the 19th N.X. Durham Scout Group will be keeping information about my son's/daughter's membership of the Scout Movement for Scouting purposes.

I give explicit consent to the holding of information of my son's/daughter's health; disabilities; Religion / faith; race/ethnic origin again for Scouting purposes.

Signed _____



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Gift Aid Declaration

Signing this gift aid declaration allows us to reclaim an extra 28% on all membership subscriptions you pay to the Group. Please read the notes at the bottom carefully.

Title _____ Forename(s) _____ Surname _____

Address _____

Postcode _____

I would like the 19th Durham Scout Group to treat all payment I make after the 1st January 2006 in respect for the member subscription for the group as Gift Aid Donations.

Signed _____

Date _____

Notes:

- 1) You must pay an amount of income tax or capital gains tax at least equal to the tax we reclaim on the payments (currently 28p on every £1 you give).
- 2) You can cancel this declaration at any time by notifying the Scout Group
- 3) Please notify the Scout group if you change your name or address.