

Pro Forma Letter to Parents



Dear Parent

Re: Membership Records

The Scout Movement in the United Kingdom is a membership organisation. To enable it to operate – and to communicate with its Members- it is necessary 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.

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 it is important that we hold relevant information).
- Disabilities (to ensure a safe integration of your son's/daughter's participation in activities, details of any disability 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 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.

Any of the 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.

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

Yours sincerely

Group Scout Leader/Group Chairman/Group Secretary

The following paragraphs should be included in a parents' consent form/letter. The second paragraph should be modified as appropriate.

'I accept that the 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'.

'I give/do not give consent to the disclosure of any information held to third parties associated with the Scout movement in order that they may offer products and services which may be of interest'.