

Administration and record keeping (Sections and Groups)



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This factsheet provides information on the records that need to be kept by the Section and Group.

Section

Records in the Section fall into three principles groups: finance, insurance, and Member information.

Finance

Because the Group operates a bank account for all of the Sections, it is likely that only a small float will need to be managed. The Section will need to keep a note of what it spends, as well as any income, such as subs. Expenditure will require receipts to be kept. Examples of how to keep cash records can be found in *Scouting Essentials*.

Insurance

All Members of the Section are covered by insurance while taking part in Scouting activities.

Member information

Each Section needs to keep a record of their young people. Details that need recording are as follows:

- Forename(s) and surname
- Gender
- Date of birth
- National Insurance Number (over 16s)
- Occupation (if employed)
- Home address, including post code
- Telephone number
- Fax number
- Mobile phone number

- email address.

Sections will also need to maintain a list of those on their waiting list. Waiting lists usually take two forms: one is a list of all those waiting to become members of the Section subject to their age. The other is those who have reached the right age but are waiting for a space to become available in the Section.

Group

Record keeping in the Group falls under similar sub-headings as for the Sections. However there are differences.

Finance

Bank accounts operate a Group-level and therefore the Group Treasurer is often appointed to manage the financial side of Group Scouting.

Data protection

Regardless of what level records are being kept at though, all adults holding information should be aware of their responsibilities in regard to Data Protection. As The Scout Association is classed as a 'not for profit' organisation, Groups, Districts, Counties and Areas are exempt from recognition under the 1998 Data Protection Act. However there are some conditions of this exemption. Personal data kept of people can only be stored and processed for the purpose of:

- establishing or maintaining Membership or support for the Scout Group/Section
- providing Scouting activities to Members or to those who have regular contact with the Scout Group or Section.

The Scout Information Centre

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The Group and Section should also ensure that individuals do not object to personal data being held.