

## **Secure Transfer of Personal Data**

### **Why do we need to take care?**

When we send personal data around we need by law to keep it secure. The risk increases when we do this digitally. Taking care as suggested here will help us to respect other people's privacy and to comply with data protection law.

As part of our commitment to keeping data secure, it's our policy that our volunteers must not send personal data relating to the Scouts as email attachments or in the text of emails. This does not mean that we are restricting your choice of email account for your personal use; we only want to make sure that the data that Chester Scouts is responsible for is handled securely.

So, what is the alternative when you need to, for example:

- Send in bookings for courses and events
- Advertise an activity and take bookings
- Process youth members joining the Movement
- Process applications for appointments as adult volunteers?

There are many cloud-based storage providers that you can use to share data. But we need to be careful. In the terms and conditions for some providers, they reserve the right to use the information stored with them for their own purposes (research, marketing and so on). If that is the case, do not use the provider for storage and transfer of personal data for Chester Scouts. In the Appendix to this guidance note there is some information on providers you can use; we shall be adding to the list, so keep an eye out for updates. If you use a system that you would recommend, please let us know so that we can evaluate it and, if possible, include it in our guidance.

If you have any doubts, we can advise – just get in touch: [media@chesterscouts.org.uk](mailto:media@chesterscouts.org.uk). The District Executive Committee is our data controller and will be monitoring the overall process and taking steps to make sure we are compliant.

## **How can you comply with the legal responsibilities we all have, to make sure we keep personal data safe and secure?**

- Don't send personal data in an email or as an attachment to one. Instead, provide a link to your secure cloud storage
- Make sure you use cloud storage providers who do not compromise the confidentiality of the information you store with them. Check the terms and conditions and check from time to time whether they have changed for the worse!
- Only use the personal data for the purpose for which you collected it
- Make sure the personal data is kept secure
- Don't keep personal data once the need for it has passed
- Delete the data securely
- Make sure that those who receive personal data from you via the cloud understand that they must handle it in accordance with the data protection principles
- Refer to our general guidance on the District web site

## **What happens if there is a problem?**

- Advise your line manager right away
- Contact [media@chesterscouts.org.uk](mailto:media@chesterscouts.org.uk), so that help can be provided to solve the problem (in the event of a data breach, this may involve a report to the Information Commissioner)
- If the circumstances require it, the line manager must, with District support:
  - Immediately arrange for any necessary report to be made to all relevant authorities
  - If required, arrange for the suspension of any members involved, as provided for in Policy, Organisation and Rules. The suspension will remain in place until investigations are complete

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## Appendix

### Using Cloud Storage Providers

#### OneDrive for Business

You can share files using our Office 365 account (and not just to people within our Office 365 group). This means that they can read them. However, not everyone will be able to upload replies to your OneDrive – if they aren't on the same system as you.

#### SharePoint

Our Office 365 subscription also gives us file sharing opportunities, particularly with those also on our Office 365 group. We are working on setting up a robust and consistent approach to using SharePoint but that is a work in progress.

**As we extend Office 365 to all our Groups (longer-term) we will be able to use these two programs more and more effectively, but what about until then?**

#### Dropbox

With a free Dropbox account you can share files (for example details of activities) and allow them in turn to send you files (booking forms etc):

[https://www.dropbox.com/en\\_GB/individual](https://www.dropbox.com/en_GB/individual).

Once you have your Dropbox account, you can set it up to receive files by creating a file request:

- Sign in to [https://www.dropbox.com/en\\_GB/login](https://www.dropbox.com/en_GB/login)
- Click **Files**
- Click **File requests**
- Click **Request files**
- Enter a name for the folder that will store all collected files under **What are you requesting**
- Under **Where should these files go in your Dropbox** you'll see the path to the new folder for receiving files. If you'd like to change the folder's location, click **Change folder**
- Click **Next**

- Click **Copy link** to copy the file request link and send it to anyone you want to request files from. Or you can enter emails of the people you need files from and send the file request directly from Dropbox
- Click **Done**

You'll receive an email whenever people upload files to your file request. By default the uploaded files are private.

## Box.com

With box.com, you can upload files and provide a link for others to view and download them. You can also set a folder so that viewers can in turn upload to your online folder. In this way, you can provide details of an event and enable colleagues to send in bookings and other information. You will need to sign up first at

<https://account.box.com/signup/n/personal?toggle=true#pk3w4>. Once you are up and running, you can set up permissions for others to access and upload to any of your folders.

- Locate the folder in which you'd like to invite collaborators
- Click **Share** to the right of the folder name
- In the dropdown that appears, click **Invite Collaborators**
- Add the emails of the invitees in the box
- Allocate the invitee's permissions in the dropdown menu (eg **Viewer/Uploader**)
- Provide your invitees with the link

27 October 2018