**Practical steps to help your Scout Group achieve General Data Protection Regulation compliance**

**Appoint a Data Protection Lead - Ask someone to be the lead for Data Protection in your Scout Group**

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| **Appointing a Data Protection Lead Checklist** | | |
| 1 | We have successfully appointed some to be our Data Protection Lead |  |
| 2 | We have decided how we will involve our Data Protection Lead, in a timely manner, in all issues relating to the protection of personal data in our Scout Group |  |
| 3 | Our Data Protection Lead is sufficiently well resourced to be able to perform their tasks. |  |
| 4 | We do not penalise our Data Protection Lead for performing their duties. |  |
| 5 | We ensure that any other tasks or duties we assign our Data Protection Lead do not result in a conflict of interests with their role as a DPL. |  |
| 6 | Our Data Protection Lead is tasked with monitoring compliance with the GDPR and other data protection laws, our data audits, updating our data protection policies and making new adults in our Scout Group aware of their data protection responsibilities. |  |
| 7 | We will take account of our DPO’s advice and the information they provide on our data protection obligations. |  |
| 8 | Our Data Protection Lead is easily accessible as a point of contact for our members (and their families if under 13 years old) |  |
| 9 | We have published the contact details of the Data Protection Lead. |  |
| 10 | Our Data Protection Lead is a member of our Group Executive Committee which enable them to report directly. |  |