

# Appendix 1

## Answers to data protection quiz

1. The six data protection principles which must be applied state that personal data must be:

1.	Processed lawfully, fairly and in a transparent manner in relation to individuals
2.	Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3.	Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4.	Accurate and, where necessary, kept up-to-date.
5.	Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
6.	Processed in a manner that ensures appropriate security of the personal data.

2. **A** – Race is an example of sensitive (special category) personal data. The Data Protection Act 2018 and GDPR categorises certain personal data as sensitive (special category) personal data and imposes additional rules about handling this. The data controller must first assess that the collection and processing of sensitive (special category) personal data is justified. There are a number of justifications that could apply from explicit consent through to the legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body.

Personal data becomes sensitive (special category) if it includes information on:

- racial or ethnic origin
- political opinions
- religious beliefs
- trade union membership
- physical or mental health
- sexual life
- biometrics.

**Note** – Height and academic qualifications are not classed as sensitive (special category) personal data.

3. **C** - Personal data can only be stored for as long as is necessary. It must be kept for the purpose for which it was originally obtained. There's an example of a retention policy that local Scouting can use within the GDPR toolkit on [www.scouts.org.uk](http://www.scouts.org.uk)
4. **B** - Organisations do not have the automatic right to pass personal information to third parties, unless the individual that it concerns has given explicit permission to do so. The Adult Information Form contains declarations for applicants to use to express that they are happy for The Scout Association to pass their details on to carefully selected third parties.
5. **True** – Photographs can be taken at Scouting events and used for the purposes they were taken for afterwards (on a District website or in a Group newsletter, for example). It is a good idea to ensure that registration forms for new youth members include permission to take and use photographs as appropriate. This allows parents to specify their preferences. This agreement, along with other information held, should be checked over at regular intervals.