

Scout Youth Membership HQ Database - Some frequently asked questions answered . . .

Here are some questions which have been put to Scout HQ together with the replies.

Is it compulsory to record youth members on the national membership database?

Currently, no – although it is still a requirement to pass the details of ALL members (young people and adults) to your District as part of the annual census process.

No date has been agreed for the recording of youth members on the national membership database to become mandatory.

Why should we consider recording youth members on the national membership database?

- *Districts can work in partnership with their Groups to ensure better retention of youth members – particularly between the Scout and Explorer Scout section where we see a drop-out rate of almost 75%.*
- *Completion of the annual census is a much simpler task as all the details about individual members can be exported to a spreadsheet at the click of a button by the Group Scout Leader or Group Administrator.*
- *Producing mailings to members of a group or section can be done more quickly by emailing directly through the website, or downloading a spreadsheet of names, address and email addresses.*
- *The national membership database is more secure than current local arrangements where records are stored on paper or computers/laptops – which often have not been set to require a password.*
- *Young people who change sections, groups, districts or even counties can transfer their entire membership record easily – reducing the burden on leaders to write down this information.*

Is the site secure?

The youth membership database is the same one which holds the records of 100,000 adults who hold appointments in Scouting.

The site is secure, authenticated by “Thawte Consulting cc” with high-grade Encryption (AES-256 256bit) and certainly more secure than paper forms left in the boot of a leaders car or stored electronically where the spreadsheet and laptop/computer do not require passwords to access the data.

What about the Data Protection Act?

The principles of the data protection act should apply to Scout Group: data on young people (and adults) should be:

- *Processed fairly and lawfully;*
- *Obtained for a specified and lawful purpose;*
- *Adequate, relevant and not excessive to that purpose;*
- *Accurate and up-to-date;*
- *Kept only for as long as required for the purpose for which it was obtained;*
- *Processed in accordance with the rights of data subjects;*
- *Be kept secure proportionately to the level of harm that could result if unauthorised access occurs;*
- *Not transmitted outside the European Economic Area (EEA) without consent from the data subject.*

For full details about how the Data Protection Act affects Scouting, please refer to Factsheet FS270001.

Who can see the records?

Youth records can be seen by the adults in Scouting who may need that information to fulfil their role – if they hold a full appointment.

<i>Section Leaders / Assistant Section Leaders</i>	<i>Young people in their section</i>
<i>Group Scout Leader / Group Administrator</i>	<i>All young people in the group</i>
<i>District Explorer Scout Commissioner / Explorer Scout Leaders</i>	<i>Young people in the Explorer Scout section</i>
<i>District Commissioner</i>	<i>All young people in the District</i>

Is there a statement it would be good practice for me to include on my group’s membership form?

You could include:

“All information given will be used in accordance with the Data Protection Act 1998. Information given will only be used in connection with your son/daughter’s membership of the Scout Association in the United Kingdom and will be recorded on our secure membership database.

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When entering multiple young members, can the location data be copied forward rather than having to be re-entered for each one?

This is not currently possible, but 'bulk upload' functionality is being worked on for the January 2011 census which will enable you to add a number of members at the same time on one screen.

How can a Lapsed youth member be revived? Edit record does not seem to have that power.

Following this question, I tried it myself and the process for reinstating youth members appears to have broken! I have logged this with the Business Systems Team and asked for a 'Reinstate Member' button to be added. In the meantime, please feel free to contact appointments.membership@scout.org.uk and we can reinstate them for you from this end.

How can a young member's Section be changed, eg when a Cub becomes a Scout ? I can do this in Edit by changing the Location, but I'm not sure that this is the intended method.

You are half way there! To move Sections, you will need to change the Location of the Member to the correct Section and also change the Membership Type to the relevant Section. This is available in a drop down box at the top of the page.

Can a Group Administrator have access to all the Group's youth members for entry /updating purposes? Some Groups do make record-keeping an administrative function, but now it seems that records can only be entered by Leaders or GSL

Group Administrators can administer youth records - just make sure that they are recorded as holding this role on the database and that they hold a full appointment.

What is the purpose of Applicant status in the Membership type on the location page of a youth record ? eg "Scout Applicant"

By this I mean, is this intended just for a new recruit to Scouting at whatever level they first come in, or is it necessary for every member moving up a Section to go through the applicant stage for the next level ?

The 'Applicant' status should not be used. There were plans to merge the want to join system with the membership database and the 'Applicant' membership type was planned to be used for those who had not yet joined...however, these plans have now been delayed following an IT restructure as the new team are now reviewing all of the planned projects to ensure that any work planned is deliverable. The 'Applicant' status' has been removed as we appreciate that this can be confusing.

How can we record the Group and Section which a Young Leader supports? There are boxes there for group and section but as soon as I try and populate those they delete the young leader box. Can you make the suggestion to HQ that they allow a role of young leader to be populated down into Groups and Sections for both primary positions and secondary roles. Otherwise we are still going to need to maintain our young leader records off line.

In terms of recording Young Leaders, there is no real solution to this at this point in time. What we would normally advise is that they are recorded against the Explorer Scout Unit and also against the Section they support as the secondary location, but where you have a Young Leader Section I appreciate that this won't work (as there isn't a third location).

Again, this is something that we know we need a solution to, but for the meantime a local record of which section each Young Leader supports will need to be kept.