



## Data Access

This data access agreement is made between Norjam Jamboree and staff with access to the data collected as part of the Registration process for the 2025 Jamboree.

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### **By taking up a staff role at Norjam 2025, you agree to uphold the Norjam Data Protection Statement:**

*Norjam is committed to industry best practices and regulatory compliance with regards to information security. Personal data will not be disclosed to anyone outside of The Scout Association and Girlguiding UK, or any other companies with which Norjam has arranged services for your benefit. It will be treated according to the standards set by UK and European legislation on acceptable data retention and protection.*

*Information will be stored on a server in the UK and all access is via secure https encryption. By registering to take part in Norjam, you give your explicit consent to the retention of personally identifiable information. If entering data on behalf of others, you confirm that you have obtained their (or their parents/guardians) consent for us to hold their "sensitive personal data". All "sensitive personal data" held will be destroyed or deleted by 1 March 2026, however, Norjam will retain email contacts for marketing of future events.*

Staff will be provided with access to data depending on their role requirements and will agree to use the system only for the purposes of Norjam.

Norjam is required to have strict access control over personally identifiable or sensitive personal data, such as contact details, medical details, or even individual names combined with other personal data. Access will be provided via an individual's login email and password only. This login email and password must not be shared with others to allow them increased access to the data. Exporting data or copying data is prohibited, unless for the sole use of the Jamboree. Anyone found to not be handling data appropriately will have access removed from the system and continued involvement with the Jamboree will be reviewed by the Chair of Norjam.

If staff have access to data under personal logins that they believe they should not have, the Director of Administration must be informed immediately, and system settings will be reviewed. It is the responsibility of all users to preserve the quality and integrity of the information and to protect the privacy of any individual's personal information.

If involvement with Norjam ceases or any role no longer requires access to the data, or the scope of required access changes, all staff have a joint responsibility with the Director of Administration to ensure that system access is revoked or changed immediately.

All users of the Norjam system agree to abide to the terms of this Data Access Agreement.

Signed:

Directorate:

Date:

