



## Data Protection

As a charity with no employees, Norjam does not need to register with the information commission. This statement describes how data will be managed for the Jamboree.

---

### Where is the data stored / hosted?

On a virtual server at the London (UK) datacentre of fasthosts.co.uk

### Who has access to the data?

1. Access to the raw database is via HCOMS [www.hcoms.co.uk](http://www.hcoms.co.uk).
2. Access to the Norjam system is facilitated by directorate and individual accounts with varied levels of access permissions depending on their role:
  - Administration Director and Administration Deputy Director (Data and Fees) can view and edit all bookings and edit payment information.
  - Administration Office Supporters can view and edit all bookings.
  - Administration International Support Team can view all staff (and their children) and group bookings that are international; or are from Scotland, Ireland, or other UK territories or are UK groups that have registered to act as buddies to international groups.
  - "Role approvers" are people with roles that approve other roles i.e. Directors and Team Leaders can see phase 1 details of all staff (and their children) applying for their team.
  - "View access" is access for certain people to see all phase 1 data of everyone / everyone in their own directorate. Could be a Director but could also be a nominated admin person. There are 2 options: view all staff (like a read only registration team member), or only view staff in any one directorate.
  - "View group access" is access to see all group bookings. There are 2 options: view all groups (like a read-only registration team member), or only view groups in a specific subcamp.

### Terms and conditions for use of the Norjam Registration System

#### 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.*



### **Photography, Video and Audio**

The Media and Communications Team will be taking photographs, and recording video and audio material during Norjam, that will be used to promote the positive benefits of Scouting and Guiding.

Parents and Guardians of participants that would rather not have pictures taken of their children, will be an opportunity to opt out as part of the Phase 2 registration process in Spring 2025.

Staff will also have the option to opt out in Phase 2 registration.

All media (video, pictures, audio and social media) produced at the Jamboree by all staff, leaders and participants remain the rights of the Jamboree and permission is granted for those users to create and share media, but this can be reviewed and removed at any time.

### **Management documents**

The following documents should be read in conjunction with this policy:

[Norjam Data Access Policy.](#)