



## Online Brigade Manager Security & Data Protection Fact Sheet

**OBM is the official platform used by The Boys' Brigade to record details of members. OBM replaces the current headquarters database.**

The system provides a range of functionality to assist local Companies in administration and communication. OBM will deliver quick and easy record keeping, including data of young people, an attendance register, badge records and programme activities, as well as camp/holiday/event management.

### Security

Online Brigade Manager is run on behalf of the Brigade by Online Youth Manager, OYM work with a number of uniformed youth organisations and currently over 95% of Scout Groups are using the system. OBM is a secure database which is accessed through a secure web based portal.

Security is OYM's top priority. OBM uses two factor authentication, adding an extra step and layer of security to the logon procedure. Two factor authentication is commonly used when logging into banking and other websites which access sensitive data. As well as a password the user is required to enter specific characters from a memorable word or phrase which is personal to them.

In addition to this passwords are hashed in the database with a random salt and a varying stretching iteration count (i.e. they are not stored in plain text and it is impossible to reverse-engineer the password from the hash). Users can only reset their password if they have access to their email address. The system is also penetration tested so ensure it is resistant to hackers.

The web-server/database is hosted in a data centre in London. The database is constantly replicated onto backup systems, and system-wide database backups are taken hourly, weekly and monthly. Weekly and monthly backups are sent to an off-site backup facility in Milton Keynes. Weekly backups are kept for six months and monthly backups are kept for seven years.

### Data Protection

OBM mirrors the hierarchy of The Boys' Brigade. Only data that is required is collected and viewed by those needing to see it. In terms of a youngster's details, these are only viewed by leaders in the Company the youngster is a member of, and even then only leaders that the Company Captain gives access to can view it. Only statistical information can be extracted by Battalions and above (eg: how many 6 year olds in a company – but not who they are). The only exception to this could be in specific insurance or safeguarding cases where BB Headquarters may require temporary access to information held.

The only information that The Boys' Brigade requires for young people is: first and last names, date of birth, gender, and dates they joined the BB and section of the Company they are attending.

All other information requested by the local BB Company will enable it to maximise the functionality available. Additional information will only be collected if the Company decides to use these areas of functionality. Parents & Guardians will be able to update and view the information through My.BB. My BB operates very much like the portal system schools commonly use to communicate with Parents & Guardians.

The Boys' Brigade is not asking for more information than is currently being provided, information is currently stored by local leaders in a variety of ways including paper and electronic records. OBM provides a secure, transparent and consistent way for collecting and storing data that is data protection compliant.

The Boys' Brigade's Data Protection Policy can be viewed online at:  
<http://boys-brigade.org.uk/who-we-are/policies-and-regulations/>