

## 1st Leverstock Green Scout Group Privacy Notice/Policy

### Privacy Notice/Policy

This Data Privacy Notice/Policy describes the categories of personal data 1<sup>st</sup> Leverstock Green Scout Group process and for what purposes. 1<sup>st</sup> Leverstock Green Scout Group is committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

This Privacy Notice/Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with 1st Leverstock Green Scout Group.

### Who We Are

1<sup>st</sup> Leverstock Green Scout Group is a registered charity with the Charity Commission for England & Wales (charity number 302540). The Data Controller for 1<sup>st</sup> Leverstock Green Scout Group is the Executive Committee who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees is Chris Patmore.

From this point on 1<sup>st</sup> Leverstock Green Scout Group will be referred to as “we”.

Being a small charity, we are not required to appoint a Data Protection Officer.

### The Data We May Process

The majority of the personal information we hold, is provided to us directly by the parents or legal guardians of youth members verbally or in paper form or digital form. In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales Disclosure Barring Service (DBS).

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

We may collect the following personal information:

- § Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.
- § Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.
- § Gender – so that we can address individuals correctly and accommodate any specific needs.
- § Emergency contact information - so that we can contact someone in the event of an emergency.
- § Government identification numbers e.g. national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
- § Bank account details, payroll information and tax status information - so that we can collect membership subscriptions and other payments, and collect gift aid from HMRC where donations are made.
- § Training records - so that members can track their progression through the Scout programme or adult training scheme.

- § Race or ethnic origin - so that we can make suitable arrangements based on members' cultural needs.
- § Health records - so that we can make suitable arrangements based on members' medical needs.
- § Criminal records checks - to ensure Scouting is a safe space for young people and adults.

#### The Lawful Basis by Which We Process Your Data

We comply with our obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In most cases the lawful basis for processing will be through the performance of a contract for personal data and as legitimate interests for your sensitive data.

We use personal data for the following purposes:

- § to provide information about Scout meetings, activities, training courses and events to our members and other volunteers in 1<sup>st</sup> Leverstock Green Scout Group,
- § to provide a voluntary service for the benefit of the public in our geographical area,
- § to administer membership records,
- § to fundraise and promote the interests of Scouting,
- § to manage our volunteers,
- § to maintain our own accounts and records (including the processing of gift aid applications),
- § to inform you of news, events, activities and services being run or attended by 1<sup>st</sup> Leverstock Green Scout Group,
- § to ensure and evidence your suitability if volunteering for a role in Scouting,
- § to contact your next of kin in the event of an emergency,
- § to ensure you have and maintain the correct qualifications and skills.

We use personal sensitive data for the following purposes:

- § for the protection of a person's health and safety whilst in the care of 1<sup>st</sup> Leverstock Green Scout Group,
- § to respect a person's religious beliefs with regards to activities, food and holidays,
- § for equal opportunity monitoring and reporting.

#### Our Retention Periods

We will keep certain types of information for different periods of time. The Scout Association's Data Protection Policy can be found [here](#) and the Data Privacy Notice [here](#).

### Sharing Your Information

Young people and other data subjects - we will normally only share personal information with adult volunteers holding an appointment in the 1<sup>st</sup> Leverstock Green Scout Group.

Adult volunteers - we will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the 1<sup>st</sup> Leverstock Green Scout Group as well as with The Scout Association Headquarters as joint data controllers.

All data subjects - we will however share your personal information with others outside of 1<sup>st</sup> Leverstock Green Scout Group where we need to meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.

We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations would require us to provide contact details to that organisation.

We may share your data with Hemel Hempstead District Scouts, Hertfordshire County Scouting and other local Scout Groups.

Where personal data is shared with third parties we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.

### Storing Your Information

We generally store personal information in the following ways:

Compass - is the online membership system of The Scout Association, this system is used for the collection and storage of adult volunteer personal data.

Online Scout Manager (OSM) – is the online system used by 1<sup>st</sup> Leverstock Green Scout Group to collect and store youth membership personal data, record attendance at events and record information for badge records. OSM's statement on GDPR can be found here:

<https://www.onlinescoutmanager.co.uk/security.html>

Go-Cardless – is the online system used by 1<sup>st</sup> Leverstock Green Scout Group to collect and process subscription and other payments for membership. Go-Cardless' statement on GDPR can be found here: <https://support.gocardless.com/hc/en-au/articles/360000281005-GoCardless-and-GDPR>

Google – is the online system used, from time to time, by 1<sup>st</sup> Leverstock Green Scout Group to collect personal data from parents and guardians about youth members. Google's policies on security can be found here: <https://policies.google.com/privacy?hl=en>

Dropbox – is the online system used, from time to time, to store information on camps and other activities. Such data may include youth members' names, addresses and contact details. Dropbox's policies on security can be found here: [https://www.dropbox.com/en\\_GB/security/GDPR](https://www.dropbox.com/en_GB/security/GDPR)

Office 365 – is the online system used for emails and the storage of documents and data. Microsoft's policies on security can be found here: <https://www.microsoft.com/en-us/trustcenter/privacy>

In addition, adult volunteers will hold some personal data on local spreadsheets/databases.

Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:

- § Gift Aid administration,
- § Event registration,
- § Health and contact records forms (for events),
- § Events coordination with event organisers.

Paper records for events are used rather than relying on secure digital systems, as often events are held where internet and digital access are not be available. We will minimise the use of paper to only what is required for the event.

#### Further Processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### Your Rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- § The right to be informed – you have a right to know how your data will be used by us.
- § The right to access your personal data – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- § The right to rectification – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system.
- § The right to erasure – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- § The right to restrict processing – if you think that we are not processing your data in line with this privacy notice then you have the right to restrict any further use of that data until the issue is resolved.

- § The right to data portability – this means that if you ask us we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- § The right to object – you can object to the ways your data is being used.
- § Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input, it's highly unlikely that this will be used by us.

#### Website Cookies

When you submit data through a form such as those found on our contact pages or comment forms, cookies may be set to remember you your user details for future correspondence. In some special cases we also use cookies provided by trusted third parties, such as The Scout Association or Hemel District Scouts' webpages.

#### Who to Contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by emailing the Group Scout Leader at [gsl@leverstockgreenscouts.org.uk](mailto:gsl@leverstockgreenscouts.org.uk)

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