

1st Burntwood Scout Group Privacy Notice

What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data 1st Burntwood Scout Group process and for what purposes. 1st Burntwood Scout Group are 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 Burntwood Scout Group.

Who we are

1st Burntwood Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 509085.

The Data Controller for 1st Burntwood Scout Group is the Executive Committee who are appointed at an Annual General Meeting and are Charity Trustees. The Chair of the Charity Trustees can be found on our website or contacted via 1stburntwoodscoutsgsl@gmail.com.

From this point on 1st Burntwood Scout Group will be referred to as “we”.

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

We may change this privacy notice from time to time in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website www.1stburntwood.org.uk

The data we may process

The majority of the personal information we hold, is provided to us directly by you or by the parents or legal guardians of youth members verbally or in paper form, digital form or via our online membership system Compass. In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales - Disclosure and 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.

Personal information we may collect includes the following:

- 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 for any specific needs.
- Emergency contact information - so that we are able to 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.

- Tax status information - so that we are able to 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.
- Additional information such as hobbies, school, parents occupation. (optional)
- Event specific information such as swimming capability and permission to take part in certain adventurous activities.
- Individual photographs linked to personal records.
- Financial transaction history of payments for subs and events.
- Information required for The Scout Association Adult Application Form (adults only).
- Information about your roles in Scouting, including roles held, permits held etc. (adults only).

The lawful basis we process your data by

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 of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association.

Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

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 1st Burntwood Scout Group.
- to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- 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 1st Burntwood 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 (special) data for the following purposes:

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

Use of Photographs

Images (e.g. photographs and videos) that are not linked to personal identifiable information (e.g. full name) are not considered to be Personal Information and are hence not explicitly covered by this privacy notice. However, we want to be clear about how we make use of photographs in the Scout Group.

Photographs may be taken at Group meetings, activities and events. Photographs may be taken by Leaders but they may also be taken by other parents, young people in attendance and other people that are not related to the Group at all. There is no practical way of policing the taking and publishing of photographs of all events and activities that the Group undertakes.

The Group will use photographs in closed social media groups (e.g. Facebook) and in emails to inform parents of the activities that the young people are undertaking. Photographs will also be used on display boards in the Scout Hut. The Group will also use photographs on its public Facebook Group and Website.

The Group will also provide photographs to the local press and to other Official Scout Organisations for publicity purposes. When photographs are provided to third parties, the individuals in the photographs will not be identified by name without their (or, if they are a minor, their parent's/guardian's) permission.

Whilst it is not possible to make any guarantees about how and where photographs will be used, we recognise that there may be strong reasons for protecting the identity of some young people. Where there is a need to restrict the use of photography of a young person the parent or guardian must inform their Section Leader and the Group make all reasonable efforts to ensure that the needs of the young person are met.

The Group will use video chat systems (e.g. Zoom) to facilitate online meetings. Video, audio and still images will be transmitted through these services during these meetings and may be captured by any participants. There is no practical way to prevent this capture or to control their onward transmission. The Group may from time to time make recordings of all or part of a meeting. These recordings will be used to post video or photographs on our closed social media groups and may be used for Leader training.

Website Photographs of Leaders and Young Leaders

We may place photographs of Leaders and Young Leaders on our Website alongside their names and roles in the Group. Leaders and Young Leaders may request that their image is not used in this way and we will make best efforts to remove their image from the Website as quickly as possible.

What is the source of your personal information?

We will collect personal information from the following sources:

- From you directly or from a parent or guardian in the case of minors.
- Information generated by your activity in Scouting such as badge elements completed, events attended etc.
- History of financial transactions.
- From other Scout organisations in the case of transfers from other Scout Groups or records of events operated by third-parties.

What do we use your personal data for?

Examples of how we may use your personal data are:

- To maintain our waiting list.

- For contacting you or your parent/guardian about events and activities in the Scout Group.
- For contacting next of kin / emergency contact in the event of an incident.
- For the planning and delivery of activities.
- To record a young persons achievements and plan future programmes.
- To facilitate DBS applications.
- To support the operations of The Scout Association.
- To enable the efficient operation of the Scout Group.
- To exercise our legal and regulatory obligations.

Sharing your information

Young people and other data subjects

We will normally only share personal information with adult volunteers holding an appointment in the 1st Burntwood Scout Group.

We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/DPPolicy>. The sharing of this data will be via the Online Scout Manager (OSM) platform which is used by 1st Burntwood Scout Group to manage youth membership. The privacy and security notice for OSM can be found here: <https://www.onlinescoutmanager.co.uk/security.html>

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 1st Burntwood Scout Group as well as with The Scout Association Headquarters as data controllers in common.

All data subjects

We will however share your personal information with others outside of 1st Burntwood Scout Group where we need 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.

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.

Examples of who we may share your data with are:

- The Scout Association. Information for adult applications, DBS applications, membership records.
- Charity Commission. Information about trustees as required by charity law.
- Financial institutions. Information about trustees as required for operation of bank accounts.
- Other Scout Groups / Districts. Young persons and adult records to support transfers between groups and to provide information necessary for the planning and delivery of activities.
- Other Activity Providers. Information necessary for the planning and delivery of activities.
- Social Media (closed groups). Information and photographs of activities. Details of event attendance etc.
- Video Chat (closed meetings). Video, audio and photographs of activities.
- Local Press. Information and photographs of activities.

- Public Internet (e.g. our website / social media pages). Information and photographs of activities.

We will not share personal identifiable information (e.g. full names, age, address etc) linked with photographs to the Local Press or on the Public Internet without seeking permission from you or, if you are a minor, your parent/guardian.

How we store your personal data

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 - is the online membership system of Online Youth Manager, this system is used for the collection and storage of youth member personal data.

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 the events are held where internet and digital access will 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.

What should you do if your personal information changes?

You should tell us so that we can update our records using the personal details section of My.Scout or provide the new details to the leader of your section.

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).

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

Forms related 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.

Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

This site uses Google Analytics which is one of the most widespread and trusted analytics solution on the web for helping us to understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content.

For more information on Google Analytics cookies, see the official Google Privacy information [page](#).

How we provide this privacy notice

A link to this website page is provided to those whose data is being processed by us. A printed version is also available on request.

For how long is your personal information retained by us?

We may hold your personal information based on the following criteria:

- For as long as you are a member of the Scout Group.
- For as long as you are on the waiting list and are under the age of 14 years.
- For as long as we might reasonably believe that you may require access to the records (i.e. retaining badge records after you leave the group).
- Retention periods in line with legal and regulatory requirements or guidance.

The Scout Association's Data Protection Policy can be found [here](#) and the Data Privacy Notice [here](#).

Who to contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact us by email at 1stBurntwoodScoutsGSL@gmail.com

Last Revised: 4 August 2020