



25th Sheffield (Ecclesfield) Scout Group

Privacy Notice



What is this privacy notice/policy?

This Data Privacy Notice/Policy describes the categories of personal data 25th Sheffield (Ecclesfield) Scout Group process and for what purposes.

25th Sheffield (Ecclesfield) Scout Group are committed to collecting and using personal 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, contractors, suppliers, supporters, donors and members of the public who will make contact with 25th Sheffield (Ecclesfield) Scout Group.

Who we are

25th Sheffield (Ecclesfield) Scout Group are a registered charity with the Charity Commission for England & Wales; charity number 511973.

The Data Controller for 25th Sheffield (Ecclesfield) 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 Mr Ian Potter of 243, High Street, Ecclesfield, South Yorkshire S35 9XB, telephone 07446 860226, email ianandlouisepotter@hotmail.com.

From this point on 25th Sheffield (Ecclesfield) 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 members, or by the parents or legal guardians of youth members, verbally, 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 Disclosure and Barring Service (DBS).

In the case of members joining us from other Scout Groups, or similar organisations, we may be provided with information from those previous groups or organisations.

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 individuals involved in the Scout Group.
- 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, make appropriate arrangements for activities (such as nights away) 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.
- Bank account details and tax status information - so that we may manage electronic payments made to the Scout Group, arrange repayments where necessary and collect gift aid from HMRC.
- training records - so that members and volunteers 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 personal 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, and to organise, Scout meetings, activities, camps, training courses and events involving our members and other volunteers in 25th Sheffield (Ecclesfield) Scout Group
- to engage with the parents or legal guardians of youth members
- to provide a voluntary service for the benefit of the public in Ecclesfield and the surrounding area
- to administer membership records
- to fundraise and promote the interests of Scouting
- to manage our volunteers
- to engage members and volunteers in the management of the Scout Group
- to facilitate the management of the Scout Group's finances, or to maintain our own accounts and records (including the processing of gift aid applications)
- to inform those involved in and associated with the Scout Group of news, events, activities and services being run or attended by the Scout Group
- to ensure and evidence a person's suitability if volunteering for a role in Scouting
- to contact next of kin in the event of an emergency
- to ensure members and volunteers have and maintain the correct qualifications and skills.

- To recognise, celebrate and record, awards or achievements.

We use personal sensitive data for the following purposes:

- to encourage, enable and facilitate the participation and engagement of individuals in the activities of 25th Sheffield (Ecclesfield) Scout Group
- for the protection of the health and safety of individuals whilst in the care of 25th Sheffield (Ecclesfield) 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 retain a person's personal information:-

- throughout the time that they, or their children, are a member or volunteer of the Scout Group.
- for a period of one year after they, or their children, have left the Scout Group.
- in a much more limited form (just name, badge and attendance records) for a period of up to 15 years (or until the age 21) after they, or their children, have left the Scout Group, to fulfil our legal obligations for insurance and legal claims.

Where a person is involved in an accident or incident which may result in a complaint, claim or investigation involving the Scout Group, any of its members or volunteers, their personal information may be retained for a longer period, until all such complaints, claims or investigations are concluded, or any relevant limitation period has expired.

We will also keep any Gift Aid Claim information for the statutory seven years, as required by HMRC (which may be beyond age 21).

Where a person receives an award or recognition for an achievement, it may be that their name and brief details are recorded indefinitely by the Scout Group (for example, by being inscribed on a plaque, trophy or wall).

Sharing information

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the 25th Sheffield (Ecclesfield) Scout Group, the Scout Group's Executive Committee, Sheffield Don District or South Yorkshire Scouts, as well as with The Scout Association Headquarters as joint data controllers.

We will however share personal information with others outside those organisations where we need to do so 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 personal information to the extent needed for those purposes.

When arranging scouting activities we may share the personal information of participants with those involved in running or hosting those activities, including the Scout Group's members, volunteers and people from other organisations.

When authority is given we will share details of individuals' participation in scouting activities with other organisations, such as Children's University and employee matched giving schemes.

We may nominate individuals for local or national awards, (such as Scouting awards or Duke of Edinburgh awards) where such nominations would require us to provide names and other details to that organisation.

Individuals may be recipients of awards, including awards within our Scout Group, or they may be commended for their achievements. In such circumstances we may provide information about them to third parties for the purpose of making the award or marking their achievement.

We may share details of such awards or achievements on our website, on social media or with local media organisations, where it is appropriate to do so.

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

We will never sell personal information to any third party.

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 an online database, approved by The Scout Association, 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.

Your rights

Individuals have the right to object to how we process their personal information. They also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, they 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, individuals have the following rights with respect to their personal data:

- The right to be informed – a right to know how their data will be used by us.
- The right to access personal data – individuals can ask us to share with them the data we have about them. This is a Data Subject Access Request.
- The right to rectification – this just means individuals can update their data if it is 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 individuals have the right to request that we delete any personal data we have about them. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- The right to restrict processing – if individuals think that we are not processing their data in line with this privacy notice then they 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 individuals ask us we will have to share their data with them 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 – individuals can object to the ways their data is being used.
- Rights in relation to automated decision making and profiling – this protects individuals in cases where decision are being made about them 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.

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 see the official Google Privacy information [page](#).

Who to contact

If you have any queries relating to this Privacy Notice or our use of your personal data, please contact Ben Steel, our Assistant Group Scout Leader, by email (agsl@ecclesfieldscouts.org.uk).

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