**Barton St David Scout Group**

**Data Privacy Notice**

**Who are we?**

Barton St David Scout Group is a charitable organisation, based at Barton St David Village Hall.

We are regulated by the UK Scout Association, ([www.scouts.org.uk](http://www.scouts.org.uk)) whose mission is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential, as individuals, as responsible citizens and as members of their local, national and international communities

Every parent has the right to attend our Annual General Meeting where members of the Executive Committee are elected. Anyone can be nominated to join the executive at the AGM.

Our Executive Committee is the data controller for the information we collect from you. Any personal data that we collect will only be in relation to our objectives or through our relationship with supporters, donors and funders.

Our Privacy and Fair Processing Notice describes what personal data we process and why. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

**Personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the “GDPR”).

**How we gather personal information.**

The majority of the personal information we hold, is provided to us by yourself or by parents / legal guardian. In the case of an adult member, data may also be provided by third party reference agencies, such as the Disclosure and Barring Service (DBS). Where a member is under the age of 18, this information will only be obtained from a parent / guardian and cannot be provided by the young person.

**Why do we need personal data?**

Within the laws that protect privacy rights, we use personal data for the following purposes: -

* Personal and medical information: to protect that person whilst in our care.
* Religious data to respect a person’s beliefs with regards to activities, food and holidays
* To provide a voluntary service as specified in Scout Policy, Organisation and Rules.
* To administer membership records and comply with our legal obligations
* To fundraise and promote the interests of the Scout Group
* To manage our volunteers
* To maintain our own accounts and records (eg the processing of gift aid applications);
* When we need to use the information to contact with you, regarding meetings, events, collection of membership fee’s etc, (i.e. for the day to day running of the group)
* When it is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about products or services within scouting.
* When the processing is necessary for the persons legitimate interests or the legitimate interests of our Scout Group unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests.

**How we process and store personal data.**

We take appropriate measures to ensure that the information given to us is secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used.

We comply with our obligations under the “GDPR” 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.

**1. Online.** We are committed to the protection of your personal information and we generally store personal information in secure digital online database systems, where access to that data is restricted and controlled.

* **Atlantic** is the Scout Association’s online system for entering data for adults requiring a Disclosure and Barring check so that they can work with children or on the Executive.
* **Compass** is the Scout Association’s online membership system and is used to collect and store adult (those that have a DBS) personal data, awards, roles and training records.
* **Somerset County Scouts** use an online database to record training progress.
* **Online Scout Manager** is an online membership system run by Online Youth Manager Ltd. It is a secure membership database where we store the personal information of Adults and Youth members for the day to day running of the group. More information is available at <https://www.onlinescoutmanager.co.uk/security.php>

**2. Printed records.** We try to reduce the use of paper data but some is still used. We use best endeavours to ensure that data on paper is secure by using locked briefcases in transfer and locked cabinets at home. Paper will be destroyed when it is no longer relevant or needed by shredding or burning. Some examples of paper forms include:

* **New joiners form** or update forms. These are held securely by the leader until transferred to our secure digital systems when the paper form is destroyed.
* **Events.** Where is necessary, to fulfil our legal obligations, we may be required to have paper-based personal information (including specific event contact forms), as a back up to our secure digital systems. We will minimise the use of data to only what is required for the event/camp.
* **Gift Aid forms**. These are held securely by the Group Executive to aid in the collection of Gift Aid. We have a legal obligation to retain this information for 7 years after our last claim.
* **Accident forms.** We keep these forms in accordance with best practice.

**Sharing and Transferring Personal Information**

Your personal data will be treated as strictly confidential. We will normally share personal information between Barton Scout Group leaders and executive members.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so. For example we may share personal information with the Scout Association (including East Somerset District and Somerset County); its insurance subsidiary *Unity*; local authority services and law enforcement etc. We will only share your personal information to the extent needed for those purposes. We will not sell your personal information to any third party for the purposes of marketing. If you move from Barton St David Scout Group to another Scout Group or Explorer Scout Unit we will transfer your personal information to them. If we nominate a member for awards, (such as Scouting or Duke of Edinburgh award) we would share contact details with that organisation.

Barton St David Scout Group will not transfer personal information outside the UK, unless it is needed because an event is taking place outside of the UK and we need to comply with our legal obligations.

## **Automated decision making**

Barton St David Scout Group does not have any automated decision-making systems (decisions being made about you based entirely on automated processes rather than a human input).

**How long do we keep your personal data?**

We will retain your personal information, throughout the time you/your child(ren) are a member of Barton St David Scout Group and for a period of one year after you/they have left. We may also keep more limited data (eg name, badge and attendance records) for a period of up to 15 years (or until the age 21) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC.

**Your rights and your personal data**

You have the right to access, correct, sometimes delete or restrict the personal information we use. You also have a right to complain to us and to the data protection regulator.

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

* **Informed** – about how your data will be used by our Scout Group.
* **Access and Rectification** – you can view and edit your personal information directly on our online systems Online Scout Manager and Compass.
* **Erasure** – you can request that we delete your personal data eg if you leave the Group. There are some exceptions, eg some information must be held for legal reasons.
* **Restrict processing** – if you think either that your data is inaccurate, or that the Group is not complying to rules, you can restrict use of your data until the problem is resolved.
* **Portability** – this means that if you ask us we will share your data with you in a way that can be read digitally – such as a pdf.
* **Object** – you can object to the ways your data is being used eg to avoid unwanted marketing communications and spam from third parties.

**Review**

This is our first Privacy Notice. If, after review, we wish to use your personal data for a new purpose, 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.

**11. Contact Details**

Please contact your child(ren)’s leader or our Group Scout Leader in the first instance.

To exercise all relevant rights, queries or complaints please in the first instance contact our Executive Committee as Data Controller.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.