

69th Reading (1st Caversham Heights) Scout Group Privacy Notice

What is this Privacy Notice?

This Privacy Notice sets out what we do with Personal Data and what you can expect from us as part of our obligations when processing this Personal Data.

Who we are

69th Reading (1st Caversham Heights) Scout Group is a member of The Scout Association, which is incorporated by Royal Charter. While we are not required to be registered directly with the UK Charity Commission (as we are classed as 'excepted'), we remain subject to general charity law and the rules of the Charity Commission. We are registered with HMRC for Gift Aid purposes.

The Scout Group is organised into several Sections based on the age of the youth members – Beavers, Cubs and Scouts. The Scout Group is part of a District (Reading Central) and County (Royal Berkshire) within the hierarchy of The Scout Association.

The Scout Group is run by an Executive Committee. Members of the Executive Committee act collectively as trustees of the charity. Each year (in the period between April and June) we hold an Annual General Meeting (AGM) of the Scout Group, where members of the Executive Committee are elected. Any parent / guardian of a youth member can choose to stand for election onto the Executive Committee, and every parent / guardian has the right to attend the AGM.

More information about the way we are organised can be found on the Members section of The Scout Association website at <https://members.scouts.org.uk/supportresources>.

What data are we gathering?

We may hold Personal Data (including Sensitive Personal Data) about prospective members, members, parents / guardians and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details;
- age/date of birth;
- details of any health conditions, disabilities or special needs;
- race or ethnic background and native languages;
- religion.

Why do we collect this information?

We use this information to communicate with you and to carry out our obligations as Scout Leaders. We also have a responsibility to keep information about you, both during your membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or rejoin). In addition, we may collect data for registration to events, including nights away.

In some cases this data will be Sensitive Personal Data, which we ask for to allow us to provide appropriate care for members whilst under our supervision. The list of activities we carry out as part of Scouting that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public;
- To manage our volunteers;
- To manage our membership records;
- To update you on events;
- To conduct surveys on our performance;
- For financial accounting;
- To fundraise for the Scout Group;
- To process Gift Aid applications.

Our legal basis for using your personal information

We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- a) We need to use the information to comply with our legal obligations.
- b) We need to use the information legitimately to contact you and keep you informed of matters relating to running the Scout Group.
- c) We need to use the information to keep you or your child safe from harm or to obtain medical assistance.
- d) 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.

How we gather personal information

Most personal information that we hold about our members is provided directly by members or by their parents / guardians. Data is usually provided by via web forms, by email, on paper forms, or directly into our online membership systems.

For adult members / volunteers we may also receive information from third party reference agencies (such as the Disclosure and Barring Service).

We also generate information ourselves in the form of records about attendance at meetings and events, activities completed and badges earned.

Storing personal information

69th Reading is committed to the protection of your personal information.

The majority of the personal information we hold is contained in one of two secure digital online database systems, where access to that data is restricted and controlled.

- **Compass** is the online membership system of The Scout Association. This system is used for the collection and storage of Adult personal data.
- **Online Scout Manager** is an online membership system run by Online Youth Manager Ltd. This is used for the collection and storage of personal information of Adult members / volunteers and Youth members. It is the main system used for the day-to-day running of the group.

We use paper forms to capture certain personal data, namely:

- **New Joiner Forms**, and **ID Checking Forms** (for adults requiring a DBS check) - this data is transferred to our secure digital systems as soon as possible and the originals destroyed.
- **Event and Activity Consent Forms** - these are securely held by the Section and destroyed after the event / activity has taken place.
- **Gift Aid Declarations** - these are securely held by the Treasurer and retained in line with HMRC requirements.

Personal data (including sensitive data) is on occasion extracted from our online membership systems and printed so that it is available for use when there is no internet access. For example, emergency contact details and medical information for those attending camp will be printed so that it can be accessed while at the campsite.

For all paper records, we will ensure:

- Paper forms are securely destroyed (e.g. by shredding or burning) after use.
- Transfer of paper is secure, such as physical hand-to-hand transfer or registered post.
- If transferred to somebody, we will audit that they return them when the event is complete.
- Retained forms are held in a lockable filing cabinet.

Email is used to collect personal information from prospective members, and to transfer data. We will follow good security practices to safeguard this information, including:

- Use of strong passwords which are changed frequently.
- Regular housekeeping and deletion of received and sent mail which is no longer needed.

Some personal data will be stored on **local electronic storage devices** of leaders (e.g. PCs, laptops or mobile phones). For example, extracts of badge records to use in program planning, or details of subs paid for preparing Gift Aid claims for HMRC, or lists of mobile phone numbers used to text reminders to parents. We will follow good security practices to safeguard this information, for example:

- Use of strong passwords which are changed frequently, and / or biometric security data such as fingerprints.
- Avoiding use of shared machines.
- Regular housekeeping and deletion of files which are no longer needed.

Who has access to this data and who do we share it with?

Only those members who need personal information to carry out their role have access to that information.

We may share personal information with other local Scout Groups where this is required to deliver the Scout Group obligations, such as stand-in leaders. We also share data within The Scout Association (at District, County and national levels).

We may on occasion need to share personal information with the organisers of other events or camps so that they can fulfil any legal obligations associated with running the event. (Generally such an event will have its own data collection form which will be securely held and disposed of after the event.)

We share personal data with HMRC for the administration of Gift Aid on subs payments you make.

We may share personal data with our Bank for the administration of payments from us to you (e.g. refund of expenses or refund for cancelled event). We do not store credit card details.

If you move from 69th Reading to another Scout Group (or Explorers Unit), we will transfer your personal information to them (either by transfer within OSM or by provision of a data extract). If an adult member / volunteer transfers groups, data transfer will occur automatically in Compass when the adult is appointed to another role.

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

Third Party Data Processors

69th Reading Scout Group employs the services of the following third-party data processors:

- **Online Youth Manager Ltd**, for its Online Scout Manager (OSM) system. We have a contract with Online Youth Manager to provide data storage / processing services to us. Their Security & GDPR Policy can be viewed here on their website:
<https://www.onlinescoutmanager.co.uk/security.html>.
- **The Scout Association**, for its Compass membership system (for adults). We are awaiting publication of the new version of the Privacy Policy for Compass.
- **Atlantic Data**, for its web-based service for managing Disclosure and Barring Service (DBS) checks for adult volunteers. This is required by The Scout Association, which has a contract with Atlantic Data. We are awaiting publication of the new version of the Privacy Policy for Disclosures.
- **SurveyMonkey**, which is used to capture information such as preferences and participation in events / activities through your responses to customised surveys. Personal information captured in our surveys is normally limited to names. More information about the way that SurveyMonkey captures and uses data can be found in its Privacy Policy here:
<https://www.surveymonkey.co.uk/mp/legal/privacy-policy/>
- **Facebook**, whose social media platform is used to share information about the Scout Group's activities, and photographs / videos taken at meetings and events. Membership of our closed groups is controlled by the Scout Group but all other aspects of use are governed by Facebook's terms of use and security / privacy policies. More information can be found here:
https://www.facebook.com/help/?helpref=hc_global_nav .
- **WhatsApp**, whose secure messaging app is used to share information about the Scout Group's activities, and photographs / videos taken at meetings and events. Membership of our chat groups is controlled by the Scout Group but all other aspects of use are governed by WhatsApp's terms of use and security / privacy policies. More information can be found here:
<https://www.whatsapp.com/security/> .
- **Dropbox** and **Google Drive**, whose apps and services are used for cloud-based storage and collaboration. More information about the Dropbox privacy policy can be found here:

https://www.dropbox.com/en_GB/privacy, and the terms of service for Google Drive can be found here: <https://www.google.com/drive/terms-of-service/>.

How long we keep your personal information

We may keep information for different periods of time for different purposes as required by law or best practice.

As far as membership information is concerned, to make sure of continuity (for example leavers and then re-joiners) and to carry out our legal responsibilities relating to safeguarding young people, we keep membership information throughout the membership and after it ends.

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

Marketing

69th Reading Scout Group will occasionally let you know about products or services which we feel may interest you and which are connected to Scouting, or to our local community. This will usually take the form of distribution of a paper flyer or publication of a message or link in a social media account, newsletter or email. 69th Reading Scout Group will not supply or sell your personal information to any external group for them to use for marketing purposes without obtaining your consent.

Adult members and volunteers who are registered in Compass may receive marketing or other communications from The Scout Association and / or their partners or selected third parties. You can manage these communication preferences directly in Compass using the account details supplied by The Scout Association.

Transfers outside the UK

69th Reading Scout Group will not transfer your personal information outside of the UK without your consent (e.g. if needed for a member taking part in an overseas event, or transferring to a group outside the UK).

Photography

Photographs / images (which are classed as personal information) of yourself or your child may be taken during Scout Group activities and be used within a Scouting context and in particular in publicity material for example Scouting publications and the media.

Images may be published on the Scout Group's closed social media accounts (Facebook and WhatsApp). Publishing of content is controlled by the Scout Group but onward sharing and commenting is governed by the terms of use of the social platform.

Images may be also be published to official Scout websites and scouting affiliated social media (but will never identify individuals in line with Scout Association guidelines).

If you do not wish yourself or your child to appear in these then please confirm, in writing, to the Executive Committee, and we will not publish any photographs of you or your child on a public forum such as social media from that point forward. Note however that we will be unable to confirm full removal of images and photographs from the historical record online or otherwise stored.

Your rights

You have the right to:

- Access the personal data we hold about you.
- Ask us to correct your personal data if it is incorrect, out of date, or incomplete.
- Delete or restrict the use of your data in certain circumstances.

If you have given us consent to use your personal data for a certain purpose, you have the right to withdraw that consent.

If we are processing your personal data based on our legitimate interest, you can ask us to stop for reasons connected to your individual situation.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding your personal data, you have the right to lodge a complaint with the Information Commissioner's Office – for more details go online to <https://ico.org.uk/concerns>.

For personal data held in OSM or Compass, in the first instance please use the links and accounts with which you have been provided to view and update your data.

For any other information, or for additional support, please contact a leader of your Section or any other member of the Executive Committee.