

1st Heathfield Scouts - Data Privacy Notice

Dear adult or a parent/carer of a young person in the 1st Heathfield Scouts,

(This note goes annually to all existing members and all new members on joining the 1st Heathfield Scouts. 1st Heathfield Scouts includes all those associated with Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Young Leaders, Leaders, Helpers, Executive Committee and the parents/carers of all young people).

Data Privacy Notice

Our Data Privacy Notice describes the categories of personal data we process and for what purposes.

We are committed to collecting and using this data fairly and within the requirements of the General Data Protection Regulations (GDPR).

Who We Are

1st Heathfield Scouts are a registered member of The Scout Association and a registered UK Charity No. 268118.

Every year we hold an Annual General Meeting where members of the Group's Executive Committee are elected. Any parent/carer of a youth member can choose to stand for election on the Executive at the AGM, and every parent/carer has the right to attend the Annual General Meeting.

You can write to the Group Scout Leader at this address: Havenbeach, Hugletts Lane, Cade Street, Heathfield TN21 9BX.

Your Rights

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. You also have a right to complain to us and the data protection regulator.

Please contact a Leader or the Group Scout Leader for more information, in the first instance.

You can view and edit your personal information directly on the online membership systems Online Scout Manager and Compass (Adult Scout Association members only).

How We Gather Personal Information

The majority of the personal data we hold on you is provided to us directly by yourself or by parent/carer in either paper form or via our online membership systems. Third party reference agencies, such as the disclosure and barring service (DBS) may also provide data to us.

Where a member is under the age of 16, information is obtained only from a parent/carer. However, we will accept and potentially record any personal information, such as ongoing medical treatment from any member no matter their age.

How we use your personal information

We collect your personal and medical information for the protection and identification of that person while in the care of the Scout Group. The collection of a person's religion data is necessary to respect their beliefs concerning activities, food and holidays.

We also collect the data so we can contact the member or parents/carers, to inform them of meetings and events that the group itself may be running or attending.

Our Legal Basis For Using Your Personal Information

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

- We need to use the information to comply with our legal obligations.
- We need to use the information legitimately to contact you, regarding meetings, events, membership fee's and other items for the day to day running of the group.
- 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.

Sharing And Transferring Personal Information

In the majority of cases, we only share personal information within our Scout Group Leaders and Executive Committee Members.

However, we will share your personal information with others where we (or an affiliate processing your data on our behalf) receive a request by law, obligation, regulation or legal proceedings. People we share data with may include organisers of events and camps the member is attending, such as Hailsham & Heathfield District Scouts and East Sussex County Scouts, so that they may fulfil any legal obligations. Though generally, such an event will have its own complaint data collection process.

We may also share personal detail with The Scout Association and its insurance subsidiary "Unity".

We would also share details in response to a valid, legally compliant request by a relevant public authority or law enforcement agency. We would also share details during an emergency when we believe physical safety is at risk, if not sharing them would cause harm or distress. In all cases, we will only share personal information to the extent needed for those purposes.

If you move from the 1st Heathfield Scouts, to another Scout Group or Explorer Unit we will transfer your personal information to them.

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

Sometimes we may nominate a member for a 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

The 1st Heathfield Scouts employ the services of the following third-party data processors:

- The Scout Association via its membership system “Compass” which is used to record the personal information of leaders, adults and parents/carers who have undergone a Disclosure and Barring Service (DBS) check.
- Unity Insurance (The Scout Association Insurance Company).
- Online Youth Manager Ltd (Online Scout Manager) which is used to record the personal information, badge records, event and attendance records. We have a data processing agreement in place with online youth manager, and this information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- Go Cardless (for collecting subs). Used for collecting online payments of subs and camp fees.

How Long We Keep Your Personal Information For

We will retain your personal information, throughout the time you are a member of the 1st Heathfield Scouts.

We will retain your full personal information for a period of six months after you have left the 1st Heathfield Scouts, and in a much more limited form (just name, date of birth, shortened address, badge and attendance records) to fulfil our legal obligations for insurance and legal claims.

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

Transfers Outside The UK

The 1st Heathfield Scout Group will not transfer your personal information outside of the UK, unless an event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations. Though generally such an event will have its own complaint data collection process.

Data Storage

The 1st Heathfield Scout Group is committed to the protection of your personal information.

We generally store personal information in one or 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 for the storage and maintenance of personal data.
- 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.

- Go Cardless is an online card payment service. It is a secure database that records the name of the Scout, the name of the person paying the subs or camp fees and the amount. The data is accessed with a username and password.
- Treasurers accounts spreadsheet has the names of each scout, the name of the person who paid the subs, accounts fees, the amount paid and when they paid. This data is all stored digitally and the laptop and spreadsheet are both password protected.

Printed Records

Paper is still used within the 1st Heathfield Scout Group to capture and retain some data, for example, the following:

- Young Persons Information Form.
- Adult Information Form.
- Award notifications/nominations

Joining forms are held securely by the leader and transferred to our secure digital systems as soon as possible, before they are securely destroyed.

Events

As a member of the 1st Heathfield Scouts, we expect our members to attend events and camps. On these activities, to fulfil our legal obligations we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event details), rather than relying on secure digital systems, as often we cannot rely on instant access to the information online. We will minimise the use of paper to only what is required for the event/camp and destroy it immediately afterwards.

We will ensure:

- Transfer of paper is secure, such as hand to hand or post.
- Paper used, is securely destroyed after use.
- Secure destruction will be through a shredding machine or burned.
- How we keep paper records secure?
- If transferred to another person, we will check that they return them when the event is complete.

Awards

Sometimes we may nominate a member for a national award, (such as Queens Scout or Duke of Edinburgh award) such nominations would require we provide contact details to the awarding organisation.

Photography

The law on image use and GDPR needs further clarification, the 1st Heathfield Scouts position is as follows:

Photographs/images, of yourself or a young person, can be classed as personal information. These can be taken during activities and used within a Scouting context and in particular as publicity material, for example, Scouting publications and the media. Images may be published to official Scout websites and scouting affiliated social media, but will never identify individuals in line with Scout Association guidelines.

We cannot ask for explicit consent "Yes/No", as consent presumes revocation is possible, as is your right to do so under GDPR. If we publish a photograph or image in any public forum, we no longer have control over that photograph, it could be; downloaded, screenshot, re-photographed and shared by others, or stored in systems not related to or controlled by the 1st Heathfield Scouts.

Under GDPR, consent is invalid if people cannot easily withdraw consent; this would be the case with publishing to any publicly available system. Therefore if you do not wish your young person to appear in these, then please confirm via the settings in Online Scout Manager. We will then respect these from that point forward. However, we will be unable to confirm full removal of images and photographs from the historical record online or otherwise stored.

Please note that the group cannot control or stop images taken by other individuals, parents/carers or organisations not connected with the 1st Heathfield Scouts.

The 1st Heathfield Scouts may store an image of you or your child on the Online Scout Manager (OSM) membership database for identification, alongside and linked to the personal information. Access to this image is limited to the leaders and authorised users of OSM as is the rest of the personal data.