

# 1st Chalfont St Peter Scout Group - Privacy Notice



## Introduction

This document describes the privacy policy of the 1<sup>st</sup> Chalfont St Peter Scout Group.

## What is this document about?

To support our work with young people, we need to collect and retain certain data about those young people, as well their parents, and our leaders, helpers and friends. The "General Data Protection Regulation" (GDPR, introduced in May 2018), exists to promote best practice when it comes to the governance of information. It will give data subjects more control over their personal data, and support the free flow of data within the EU. These regulations apply to our Group because we collect and process personal data on our young people and adult volunteers. One of the things GDPR requires is that we publish a Privacy Notice, which describes to you (the "data subject" - the person whose data we hold) what data we hold, and what we do with it.

This document is that Privacy Notice.

## Data Controller

The "Data Controller" is the person or organisation responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the "1<sup>st</sup> Chalfont St Peter Scout Group". The Group Executive is implementing The Scout Association's recommended GDPR toolkit and best practice guide. The Exec can be contacted by email at [gsl@chalfontscouts.org.uk](mailto:gsl@chalfontscouts.org.uk).

## Why do we collect data?

The information we collect is used to ensure that we provide the best service to our members, by ensuring that our leaders have all the information they need to deliver that service. If you are a member of the Scout Group, or a parent or guardian, then we collect and use your personal data in our legitimate interests (specifically, it helps us to provide Scouting to you, in a safe and appropriate manner), and therefore, according to the GDPR, we do not require your explicit consent.

If you are a leader, helper, or friend, we also need to keep some data about you, so that we can contact you when necessary.

## **What data do we hold?**

We keep data about our waiting list, members, leaders, and friends, and their immediate family members. The data includes some or all of the following: names, date of birth, nationality, ethnicity, religion, disabilities, health and dietary issues, address, contact details, National Health number, relationships with other people (including family and health professionals), and history within the Scout Group.

Scouting events involve young people and adult volunteers. These can be Sectional activities in a regular meeting place or events/nights away at another location. These events can require further data gathering, such as activity or nights away information and health forms completed by parents/guardians and adult volunteers. If the event is held at a location operated by a third party, we may be required to create temporary paper copies to travel with adult leaders during the event or share some information about the members attending with the third party. This will be kept to the minimum necessary and the need to share data should be made clear to members and their parents/guardians before the event. Any such records will be destroyed by the Group (in the case of temporary paper records) or the third party according to their privacy policy.

The only financial data we hold is to record subscription payments, and whether individuals have made a Gift Aid Declaration.

## **Where do we get the data from?**

In most cases, the information we hold about a data subject is provided by the subject themselves, or by their immediate family. In some cases, information may become apparent in other ways (for example, where a family is divided by divorce, information about one side of the divide may become apparent as a result of information provided by the other side).

We also retain data about the history of members within the Group, such as dates of transition between Sections, participation in events, and attainment of awards. This data is generated within the Group.

## **Who has access to the data?**

The data is generally accessible to the leaders of the Scout Group, and to no one else. We may share this information with the wider Scout Association, but we do not share this information with other organisations (unless legally required to do so, or unless you ask us to).

Young person and adult volunteer information is presented to The Scout Association periodically to allow for statistical analysis. This may include religion, ethnicity and certain medical conditions. Members are not identified by name in the Annual Census.

Most of the information is held on a computer system, to ensure that it is readily accessible to everyone that may need it, and that it can easily be kept up to date and accurate. Many of our sections use the Online Scout Manager system (OSM). Data in OSM is protected by a system of permissions and passwords, to ensure that the data is not accessible to people who should not have access. Access to these data is limited to named adults within the 1st Chalfont St Peter Scout Group. Parents are also able to check and amend data about their children directly via OSM through their personal log in. You can find the OSM Privacy Statement here <https://www.onlinescoutmanager.co.uk/security.html>

Personal data about Adult Leaders, Members of the Group Executive and registered Occasional Helpers (all members of the Scout Group), their training and qualifications is stored online using Compass. Members are able to check and amend data directly via Compass through their personal log in. Compass is a Membership Management tool controlled by The Scout Association. The Scout Association is a Data Controller when it comes to Adult Volunteer data and this is managed in Compass.

Records of subscription payments and Gift Aid Declarations are held by our Treasurer. This will be on electronic systems on the Treasurers' personal computer.

### **How can a subject know what data is held?**

You may see a copy of the data we hold about you, by request to the Executive Committee. ([gsl@chalfontscouts.org.uk](mailto:gsl@chalfontscouts.org.uk)), and you may ask that we correct any inaccuracies. Indeed, we positively welcome being told we have something wrong!

### **How long do we keep the data?**

Some key data, we will keep indefinitely. There may come a time, for example, when you wish to complain about your treatment in the Group, and we will need records to be able to support or refute your complaint. However, data that is considered "sensitive" (including medical, ethnicity, religion data) will be erased shortly after you leave the Group.

For tax reasons we have to keep Gift Aid Declarations and records of payments the were eligible for Gift Aid relief for seven years in case HMRC need to inspect them.

**Need to know more?**

If you require any further information, please contact the Executive Committee.

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