

# General Data Protection Regulations

## Introduction

In compliance with the General Data Protection Regulation (“GDPR”), this Privacy Information Notice tells you what to expect when 142nd Sheffield Scout Group (which, for the purposes of this document, includes our attached Explorer Scout Unit, ‘Forge’) collects personal data. It applies to information we collect about:

- visitors to our website;
- people who contact us for the first time via the contact form on our website or by email;
- people on our waiting list;
- current members of the Group, i.e. Beavers, Cubs, Scouts and Explorer Scouts, Scout Leaders and of the Executive Committee;
- people with parental responsibility for youth members of the Group;
- people named as emergency contacts for members by members’ parents/legal guardians;

We may also receive information about our members, their parents or legal guardians and emergency contacts from the member’s previous Scout Group

## Definitions

**Group:** The 142nd Sheffield Scout Group

**Data Controller:** The Executive of Group is the (contact details below). The Executive decides how your personal data is processed and for what purposes.

**Data Subject:** a person about whom the Group holds data

**Third Party Processor:** A third party processor is an entity that processes personal data on behalf of a data controller

**OSM** Online Scout Manager is our **Third Party Processor** for personal data

## What data do we hold?

We hold:

- **Personal data:** this relates to a living individual who can be identified from that data, e.g. name, address, telephone number, membership number. Identification can be by the information alone or in conjunction with any other information in the Data Controller’s possession or likely to come into such possession.
- **Sensitive personal data:** this includes information about an individual’s health.
- Parents/legal guardians are responsible for the data of members aged under 13. When a member reaches the age of 13, they can be responsible for their own personal data.

The Group is required to supply data about leaders, Occasional Helpers and trustees to the Scout Association via Compass and to Atlantic Data for Disclosure and Barring (DBS) checks

## Data – How do we collect?

- Visitors to our website
  - The site (<http://www.142group.net>) is hosted at Fasthosts.co.uk.
  - We may use analytical tools (such as Google Analytics) to collect **anonymous** internet log information and details of visitor behaviour patterns when someone visits our website (for example the number of users viewing pages on the site) in order to monitor and report on the effectiveness of the site and help us improve it. This information is collected in a way which does not identify you and we do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up explicit about this. We will make it clear when we collect personal information and will explain what we intend to do with it.
  - All content on our website is copyright protected. All photographs that appear on our website are copyright of their owner.
  - Any views posted on our website are not necessarily the views of the Scout Association.
- The personal data we hold about people who contact us via the Contact Form on our website includes: Name, email address and telephone number.
- The personal data we hold about people on our waiting list is supplied by parents/legal guardians on our Joining form. This includes:
  - Adult's First Name and Surname, eMail Address, address, including postcode, Contact Phone Number
  - Child's First Name and Surname, and Date of Birth

## The data we hold about active members

We use Online Scout Manager as our Third Party Processor for maintaining data about people who are members of our Group

(You can view OSM's statement re GDPR here [www.onlinescoutmanager.co.uk/security.html](http://www.onlinescoutmanager.co.uk/security.html))

For youth members, this includes:

- name, date of birth, gender, address, photograph
- details of additional needs (if any)
- School attended
- Their parents'/legal guardians' names, addresses, email addresses and telephone numbers.
- Emergency contact details: name, address, email address and telephone numbers.

The Group may use an online payment facility in the future. For this, the data held would include:

- Name, address, email address of the responsible adults.
- Name of bank and last two digits of their bank account number.

The personal data we hold about former members of Group, i.e. our alumni, includes:

- Name, address, email address and telephone number.

The Group complies with its data protection obligations by

- keeping data up to date;
- storing and destroying it securely;
  - we may make paper copies of personal data for events such as camps where access to electronic data cannot be guaranteed. We will destroy the paper copies at the end of the event
- not collecting or retaining excessive amounts of data;
- ensuring that appropriate technical measures are in place to protect data.

## Why we collect and use the data

We collect and use data:

- To enable us to provide a voluntary service for the benefit of the public as specified in the Scout Association Policy, Organisation and Rules (POR).
- To communicate with you and to carry out our obligations as Scout Leaders
- To administer membership records.
- To organise events, fundraise and promote the interests of the Group.
- To manage our volunteers.
- To maintain our accounts and records.
- To operate the Group's website and deliver the services that individuals have requested.
- To keep you informed about events and activities run by the Group and news from Group.
- To process gift aid registrations.
- To conduct research about your opinions of Group

We collect data for registration to events, including nights away. In some cases, this data will include 'Sensitive Personal Data', that allows us to provide appropriate care for members whilst under our supervision.

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

- Individuals who need membership information to carry out their role with the Group.
- We may share your data with
  - other local Scout groups where this is required to deliver the Group obligations, such as stand-in leaders. We may also share data with The Scout Association.
  - third parties outside of Group when necessary to protect the vital interests of the data subject or another person, for example in a medical emergency,
- we will share your name and address with HMRC if you have registered with the Group for Gift Aid

## How long do we keep your data?

People who contact us by email or via the contact form on our website:

We keep your data until we have resolved your query, after which we will destroy it unless you have given us consent to hold it for longer.

People on our waiting list:

We keep your data until you accept or decline the offer of a place in Group or tell us you no longer wish to have a place.

Members of Group:

We keep your data until you are no longer a member of Group

Parents/legal guardians of members of the Group:

We keep your data until none of your children is a member of Group. The only exception to this is that we retain Gift Aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate for accounting purposes.

Emergency contacts

We keep your data until the member for whom you are the emergency contact leaves Group or we are notified that you are no longer their emergency contact.

## Your rights and your data

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

- You can request a copy of your data which the Group, holds about you.
- You can request that Group corrects any data if it is found to be inaccurate or out of date.

- You can request your data is erased where it is no longer necessary for the Group to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right, where there is a dispute in relation to the accuracy or processing of your data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioners Office.

## Further processing

If we wish to use your data for a new purpose, not covered by this Privacy Information 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.

## Photographs, video, audio and social media

Photographing and videoing children whilst on Scouting activities has raised some questions as to what is and what is not acceptable. This section hopefully clarifies some points.

Promoting Scouting is important, and it is in the interests of all to advertise what we do through the use of appropriate and positive images. We therefore have to manage how we publicise these materials.

Adults in the group only take photographs within Scouting and they are used only for Scouting purposes.

When a new member joins the Scout Group, their parents or legal guardian will be asked to indicate if they do not wish the member to be included in photos and videos of activities. These include (but are not limited to) the group, district or county websites, local newspapers, the newsletter, the noticeboard at the Scout Room and the local press. Photos or Videos may appear on our Facebook sites.

Social media is used as a means of promoting our brand and our activities. For example, our Facebook sites allow us to quickly share news and photos that we think are appropriate to a wider audience.

Leaders have undertaken specific training for using social media.

It is our policy to:

- As far as reasonably possible, ensure children whose parents/legal guardians have not given permission are excluded from promoted media.
- Only identify children appearing in our media by first name if we have obtained their and their parent's (or legal guardian's) permission to do so. This ensures that they are aware of the way the image will be used. This will normally be an informal verbal agreement following an explanation of what the photo will be of and how it will be used is sufficient.
- Only use photos/videos of suitably dressed subjects and in appropriate situations.
- Follow the Scout Association's "[Young People First](#)" policy.
- Encourage the use of photos/videos in materials promoting Scouting (including the wider press) providing the above criteria have been met.

It is not a legal requirement to obtain parental/legal guardian or the member's permission (as the copyright of the image belongs to the photographer and not the subject) however we ask parents/legal guardians/members as a matter of good practice.

The local press (and sometimes the national Press) are sometimes invited to Scouting events and may wish to photograph or video members doing Scouting activities.

We are unable to control members of the public or the press taking photos when Scouts are appearing in a public place (such as parades). In these situations, they require no invitation or permission. Photographs or video taken by Press photographers without invitation or permission when it is required are subject to the normal [Press Complaints Commission Code of Practice](#).

We are also unable to control photographs or video taken by other parents whilst at Scouting events. We ask that all parents are sensible when sharing via social media (particularly via social networking) and follow the guidelines set out above.

## How we will contact members

Sometimes we'll need to get in touch with members, but we'll always follow these rules:

- for Beavers, Cubs and Scouts all contact will go via the member's parents/legal guardians;
- we may contact Explorer Scouts directly, but a parent/legal guardian will be copied in.
- Young Leaders: as members of leadership teams, adult leaders will contact them about section plans. We will ask their parents to note this and will copy them (parents) in if they request this.

## Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Membership Secretary, Group, [membership@142group.net](mailto:membership@142group.net)

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.

# Data Protection Essentials for Leaders

(Version 1, May-18)

1. The Group's policy is to use Online Scout Manager to hold data about youth members needed for the effective running of section activities. This includes:
  - Programmes and events
  - Attendance
  - Badge progress
  - Communications via eMail with the parents of youth members
  - 1.1. Your Group eMail account is your access to OSM. (see 2 below )
  - 1.2. Access to a section's OSM data is managed by the GSL or nominated person within the section.
  - 1.3. Where a leader requires access to a section other than their own, this will normally be read only
  - 1.4. In addition to section leaders, the following roles have access to the members records of a section:
    - 1.4.1. GSL has full access to all facilities of each section.
    - 1.4.2. Nominated members of the Exec have read access to members details to enable them to contact parents with details of activities, requests for help, and similar
2. All leaders have a Group eMail account.
  - 2.1. You should use this for eMails relating to Scouting matters.
3. Electronic devices (phones, tablets PCs) used to collect, store and access members' data should be protected by bio-security (e.g. fingerprint) or by a strong password (at least 12 characters, including one capital letter, one number and one symbol)
4. Email accounts and cloud storage accounts (e.g. Dropbox, OneDrive and Google Docs) used to communicate and store members' data should be protected by the same password protocol as above.
5. If your device enables you to encrypt your hard drive then please make use of it.
6. Paper records containing members' data should be
  - 6.1. Only created when access to OSM records is problematic (e.g remote camp sites)
  - 6.2. Kept in a locked filing cabinet, drawer or other container which can only be accessed by leaders. This also applies whilst on camp.
  - 6.3. Destroyed when they are no longer needed, e.g. when you return home from camp, ensuring you have transferred anything relevant to OSM beforehand.
7. Familiarise yourself with the Group's Privacy Information Notice and the Subject Access Request process and refer all Subject Access Requests immediately to [membership@142group.net](mailto:membership@142group.net)
8. Familiarise yourself with the Data Breach Notification Form and report all breaches immediately to [membership@142group.net](mailto:membership@142group.net)

## Privacy Information for Youth Members

### Why does the Scout Group collect information about you in the first place?

We keep information about you so that we can:

- run the Scout Group and our attached Explorer Scout Unit, plan and improve activities and events;
- keep in touch with you;
- keep you safe, e.g. if you get ill when you're on camp.

We'll always tell you why we're collecting your personal information.

We'll explain why and how we use it and for how long. This is called a 'Privacy Information Notice'. If we need your parent's or guardian's permission, we'll give you clear details about what's needed at the time.

We can only use your personal information if we have a valid reason.

We sometimes share personal information about you to others, but we follow strict rules.

The main rule is we never sell your personal information to anyone.

Sometimes we'll ask to get your parent or guardian's consent, for example:

- to sign-up to go on camps;
- to take part in certain activities (e.g. Shooting or Archery);
- to let us know that you're able to Swim 50m;
- to let us know about any special circumstances, e.g. dietary requirements or health issues.

Sometimes we'll need to get in touch with you, but we'll always follow these rules:

- for Beavers, Cubs and Scouts, we write to your parents and ask them to tell you what we've asked or said;
- for Explorers and young leaders we may contact you directly, but we'll always copy the message to your parents.

### How we keep your information safe:

It's our job to keep the personal information we hold about you safe and secure. For example, we use strong passwords to protect our systems and devices where we store your information.

You're in control of how we use cookies and tracking on our website <http://www.142group.net>

Cookies are bits of data that are stored on your device. Some things on our websites wouldn't be able to work without these cookies, so they're always on when you visit our website.

We use cookies and tracking to make things easier for you, like remembering what you last looked at on our website.

You can switch off some cookies and similar tracking technologies. Or your parent or guardian can do this if you're under 13.

You've got privacy rights, the same as adults, so get to know what they are. You can:

ask us what personal information we hold about you

ask us to correct or delete your personal information

tell us to stop using your personal information

If you're 13 or older, you can do this yourself, but not always. Sometimes we'll ask your parent or guardian to do this

If you're under 13 your parent or guardian probably has to do it for you.