

# 3<sup>rd</sup> Sandhurst Scout Group Data Protection 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.*

## **What data are we gathering?**

*We may hold Personal Data (including Sensitive Personal Data) about 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;*
- *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 and*
- *To conduct surveys on our performance*
- *For financial accounting*
- *To fundraise for the Scout Group*
- *To process Gift Aid applications*

## **How do we gather data?**

*We gather data through a variety of methods, these include:*

- *contact forms from Scouting websites or by email;*
- *waiting lists for new members;*
- *Joiners forms*
- *Event registration forms.*

## **Data Protection**

### **When will we delete this data?**

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.

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

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

We may share membership data with other local scouting groups where this activity is required to deliver the scouting group obligations, such as stand in leaders. We may also share data within The Scout Association. We do not store credit card details, nor do we share data with third parties without permission.

### **Where will the data be stored?**

This data is securely stored in the online membership system Online Scout Manager. Temporary electronic documents and paper records are stored securely by appropriate Scout Leaders. We take data security seriously.

### **What are your rights to your Personal Data**

As a Data Subject you have rights over your own data that you can exercise at any time, these are:

- Data is accurate – we must keep your data accurate
- Data is erased – we must erase data if not needed or requested by you, that is not excessive and is possible
- Data is portable – we must provide a copy of your data back to you
- Data processing is limited – we must cease a processing activity if you object to it
- Consent withdrawal – we must allow you to withdraw consent at anytime

In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact [info@3rdsandhurst.org.uk](mailto:info@3rdsandhurst.org.uk)

## Forms

The below form is an example of a data request for an upcoming event for registration of attendance, this could be electronic or paper based:

***This is the event capture form that should be completed by the parent/guardian to confirm the attendance of the member.***

***Please complete this form and return it to.....by.....***

***Name of Young Person:***

***Date of birth:***

***Emergency contact name:***

***Emergency contact phone number:***

***Details of any medication currently being taken:***

***Details of any disabilities or additional needs or cultural needs that might affect this activity:***

### ***Relationship to Young Person:***

*This form captures Personal and Special Category Data for the purposes of registering the member on the event. The data captured on this form is required for the Scout Group to:*

- *Identify the member*
- *Verify that the members age is acceptable for the event*
- *Contact emergency contacts in the event of an emergency*
- *Administer any medications that may be required during the event*
- *Inform the event organiser of any disabilities, cultural or any additional needs they may need to cater for*
- *Verification of parental responsibility for authorisation to register the member for the event*

*This data may be shared with appointed scout leaders for the purposes of managing the event. We do not share data with third parties without your permission. It will only be accessed by authorised individuals within the Scout Group.*

*This information will be securely stored as paper records and parts may be stored as electronic documents.*

*The data will be retained for up to 3 months after the event for any queries or reports of incidents from the event.*

## Data Protection

### Consent

On our joining forms, both electronic and paper.

*We need to ask for consent on the following for the duration of membership of the Scout Group of the Young Person in this form.*

*I give consent for the recording of the Special Category Data in this form and specific event forms issued by the Scout Group.*

*The below consent options are concerning photography of the Young Person in this form:*

*I am happy for photographs to be taken and used on the Scout Groups website,*

*I am happy for photographs to be taken and used on the Scout Groups newsletters,*

*I am happy for photographs to be taken and used on the Scout Groups Social accounts. 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*