



18th Bradford South Queensbury Scout Group Privacy Notice

Our Privacy Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

18th Bradford South Queensbury Tryhards Scout Group ('the Group') is a member of The Scout Association which is incorporated by Royal Charter. We are not required to be registered with the UK charity commission as we are classed as a sub branch in the Royal Charter. See <http://scouts.org.uk> for more information. However our Charities Commission registration number is 525042. We hold an Annual General Meeting within 6 months of the financial year end, where members of the charity executive are elected. Any member of the Group over the age of 18 and any parent of a youth member can choose to stand for election on the executive at the AGM and every parent has the right to attend the Annual General Meeting. Our Headquarters are at Albert Crescent, Queensbury, Bradford, BD13 1PE.

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. In addition, you have a right to complain to us and to the data protection regulator. Please contact the Group Scout Leader for more information, in the first instance.

How we gather personal information

The majority of the personal information we hold on you, is provided to us directly by yourself or by parents / legal guardians (in the case of youth members) in either paper form or via our online membership systems. In the case of an adult member, data may also be provided by third party reference agencies, such as the disclosure and barring service (DBS). Where a member is under the age of 13, this information will only be obtained from a parent / guardian and cannot be provided by the young person, however we will accept and potentially record any personal information, such as about any ongoing medical treatment from any member, no matter their age.

How we use your personal information

We collect a member's personal and medical information for the protection of that person whilst in the care of the Scout Group. The collection of a person's ethnic and religion data is necessary to respect their beliefs with regards to activities, food and holidays, as well as to provide statistical data for the Scout Association annual census. We process the data to have the ability to contact the member and/or parents/guardians, to inform them of meetings and events that the group itself may be running or attending. We will also inform you of events or opportunities that, as an individual, you may be interested in.

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:

- 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, collection of membership fee's etc, i.e. 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

We will only normally share personal information within our Scout Group. We will however share your personal information with others outside our Scout Group, where we need to meet or enforce a legal obligation, this may include organisers of events and camps the member is attending, such as other Scout Groups, District Scouts, County Scouts, activity providers etc so they may fulfil any legal obligations. We may also share a member's personal details with The Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement, along with any other insurance company that the Group has contracted to provide services. We will only share your personal information to the extent needed for those purposes.

If you move from the Group, 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 the purposes of marketing.

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

Third Party Data Processors

Queensbury Scout Group employs 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 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 etc. We have a data processing agreement in place with Online Youth Manager Ltd. More information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- Dropbox inc, occasionally used for secure transfer of limited personal information for events.
- Google, occasionally used for secure transfer of limited personal information for events.

How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of Queensbury Scout Group. We may retain your full personal information for a period of up to 12 months after you have left Queensbury Scout Group, and in a limited form (name, date of birth, address, email address, badge and attendance records) for a period of up to 15 years (or until age 21) to fulfil our obligations for insurance and/or legal claims. After this time a more limited form (name and dates you were a member of the Groups sections), will be held indefinitely in the Group archives for the purpose of the Groups history. We will also keep any Gift Aid claim information for the statutory 7 years, as required by HMRC (which may be beyond age 21).

Automated decision making

Queensbury Scout Group does not have any automated decision-making systems.

Transfers outside the UK

Queensbury Scout Group will not transfer your personal information outside of the UK, with the exception of where an event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations. Although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

Data Storage

Queensbury Scout Group is committed to the protection of your personal information. We generally store personal information 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 a secure membership database where we store the personal information of Adults and Youth members for the day to day running of the group.

Printed records and Event data

Paper is still used within the Scout Group to capture and retain some data:

- New joiners form
- New joiners waiting lists
- Health and contact records update forms
- Gift Aid collection forms
- Events consent from parents
- Events coordination with event organisers
- Award notifications/nominations

In the case of joining forms, health and contact update forms, this information is securely held by the relevant leader or waiting list manager, and transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid collection forms, will be securely held by the Group's Secretary to aid in the collection of Gift Aid for monthly membership fees, we have a legal obligation to retain this information for 7 years after our last claim.

Events

It is hoped that members of the Group will take up the opportunity to attend events and camps. Where is necessary 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 contact forms), rather than relying on secure digital systems, as often these events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event/camp.

We will ensure:

- Transfer of paper is secure, such as physical hand to hand transfer or registered post;
- Paper forms are securely destroyed after use;
- Secure destruction will be through a shredding machine or securely burned;
- Always keeping the paper records secure, especially when in transit, and using a lockable filing cabinet if long term stored;
- If transferred to somebody, we will audit that they return them when the event is complete.

Awards

Sometimes we may nominate a member for national awards, (such as Queen's Scout or Duke of Edinburgh award) such nominations would require that we provide contact details to the awarding organisation, this is most often done on paper via registered post.

Photography

Photographs/images of yourself or your son/daughter may be taken during activities and maybe used within a Scouting context and in particular publicity material, for example Scouting publications and the media. Images may be published to official Scout websites, Scouting affiliated social media and our public display boards in the Scout Headquarters. However will never identify individuals in line with Scout Association guidelines.

We cannot ask for explicit consent, as consent presumes that it can be revoked, as is your right to do so under the GDPR regulations. If we publish a photograph or image in any public forum, we no longer have control over that photograph, as it can be downloaded, screenshot, re-photographed and shared by others and stored in systems not related or controlled by the Group. Under GDPR consent is invalid if individuals cannot easily withdraw consent, which would be the case with publishing to any publicly accessible system, therefore if you do not wish your son/daughter to appear in these then please confirm, in writing, to the Group Scout Leader, and we will not publish any photographs of you or your child on any public forum, such as social media from that point forward. 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 being taken by other individuals, parents or organisations not connected with the Scout Group leadership team.

Queensbury Scout Group may store an image of you or your child on the Online Scout Manager (OSM) membership database for the purposes of identification, alongside and linked to the personal information, access to this image is limited to the leaders and authorised users of OSM.

Declaration

I understand the following:

You will use the information I have provided as detailed in this Privacy Notice.

I declare that the information I have given on this form is correct and complete.

Communication regarding specific meetings and events applicable to your son/daughters section will be by either phone, SMS, email or letter (usually but not limited to by hand) and by your son/daughter being a member of the Group you automatically agree to these means of communication.

We would also like to send you information about events or opportunities that maybe of interest to you, by post, telephone, email and SMS. If you agree to being contacted in this way, please tick the methods you agree to below. If you wish to vary this permission at any time please contact the Group Scout Leader in writing.

Post Email Phone SMS

Name of Member:

Name of Parent/Guardian:

Relationship to Member:

Signature of Parent:

Date of signing: