

# 3<sup>rd</sup> Macclesfield Upton Priory Scout Group

## GDPR- Data Privacy Notice

V1.1 October 2019

### Background

As a Charity, 3<sup>rd</sup> Macclesfield Upton Priory Scout Group holds personal data to manage membership and contact details and to ensure the safety of its members. However, we would like to hold more than this data, for the reasons stated below, and so we need to ask your Parent's permission (under 18s) to hold this data.

This 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). These are new Regulations across the EU, replacing the UK 1998 Data Protection Act, and overseen by the Information Commissioner's Office (ICO).

### Who we are

3<sup>rd</sup> Macclesfield Upton Priory Scout Group is a youth charity, as part of the UK Scout Association. See <http://scouts.org.uk> for more information. Every year in June we hold an annual general meeting where members of the charity executive are elected. The Group comprises Scouts, Cubs and Beaver groups supported by an Executive Committee. We are based at Phoenix Hall, Whiston Street, Macclesfield, Cheshire Sk11 6QQ.

### Data Controller

Under GDPR, any set of data must be owned by a "Data Controller", who will ensure that it is entered, maintained, used and deleted appropriately by "Data Processors" (who create and manipulate data) appointed by the Data Controller. The Data Controller for our Group is the Chair of the Executive Committee. The GDPR Regulations apply to ALL copies of data, in ANY media (electronic, paper etc)

### 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 guardian 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.

### What we would like to use your personal information for

We collect your personal and medical information for your safety and protection whilst in the care of the Group, including "In Touch".

We collect religion data to respect your beliefs with regards to activities, food and holidays.

We store contact information data to have the ability to contact the member, parents and guardians, to inform them of meetings and events that the Group/Sections intend to run, and also distribute information from Scouts UK, the County Scout organisation etc.

We store attendance and badge progress data to enable awards to be gained.

We store financial and Gift Aid information to enable proper financial running of sections within the Group, year-end accounts, expenses payments etc.

We store your Data Privacy permission form to record that you have given permission for all the above!

### Our legal basis for using your personal information

Our legal basis for processing personal data is consent. We only use personal information where:

- a) We need to use the information to comply with our legal obligations in respect of safety and protection.
- b) We need to use the information to contact with you, regarding meetings, events, collection of membership fee's etc, i.e. for the day to day running of the group, to send newsletters etc to you and to ensure opportunities are offered to you.

### Your rights-

You have the right to:

- withdraw your consent.
- object to how we process your personal information.
- access, correct, sometimes delete and restrict the personal information we use.
- complain to us and to the data protection regulator.

If you wish to exercise any of these rights, please contact the Chair of the Executive Committee, your Group Scout Leader or your Section Leader for more information.

You can request access to view and edit your personal information directly on our online membership systems Online Scout Manager (Youth Members) and Compass (Adults).

### Sharing and transferring personal Information

We will only normally share personal information amongst our scout Group leaders and executive members.

We will however share your personal information with others outside the Group where we need to meet or enforce a legal obligation, this may include Cheshire County Scouts, The Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement: we will only share your personal information to the extent needed for those purposes.

If you move from the Group to another Group we will transfer your personal information to them with your permission.

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

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

## Third Party Data Processors

3<sup>rd</sup> Macclesfield Upton Priory Scout Group uses 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.
- 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, more information is available at <https://www.onlinescoutmanager.co.uk/security.php>
- **Dropbox** for e.g. secure transfer of limited personal information for events.
- **Google Drive** for e.g. secure transfer of limited personal information for events.
- **email**

## How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of 3<sup>rd</sup> Macclesfield Upton Priory Scout Group unless you withdraw your consent or move to another group.

We will retain some information re: event attendance, accidents, for a period of up to 18 years (until age 24) to fulfil our legal obligations for insurance and legal claims as advised by Scout Association insurers.

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

The Group has no automated decision-making systems.

## Transfers outside the UK

3<sup>rd</sup> Macclesfield Upton Priory Scout Group will only transfer your personal information outside of the UK with your consent where an event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations and/or booking of activities. Generally such an event will have its own data collection form which will be securely held and disposed of after the event.

## Data Storage

We generally store personal information in one of two secure digital online database systems, where access to that data is restricted and controlled.

### *Electronic*

**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.

**DBS Online** service

**Spreadsheets**

### *Paper*

#### **Printed records and Event data**

Paper is used within the Group to capture and retain some data for example the following: -

- DBS and Leader Application forms
- Health and contact records update forms.
- Events Application forms
- Events "bases" forms, to help run events
- Accident Book (in First Aid kits)
- Gift Aid Collection forms.
- Events coordination with event organisers.
- Award notifications/nominations

**Events**

As a member of 3<sup>rd</sup> Macclesfield Upton Priory Scout Group it is hoped you 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 the 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

- a) Transfer of paper is secure, such as physical hand to hand transfer or registered post.
- b) Paper forms are securely destroyed after they expire.
- c) Paper records are always held securely, especially when in transit, by using:
  - i. A lockable brief case.
  - ii. A lockable filing cabinet if long term stored.
- d) 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 award, (such as Queens Scout or Duke of Edinburgh award) such nominations would require we provide contact details to the awarding organisation, this may be done on paper via registered post.