



*Serving Ardington, Lockinge, East & West Hendred and the surrounding area*

### *Data Privacy Notice*

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

#### *Who we are*

The 1st Cuckhamsley Scout Group is a registered member of The Scout Association. We are also registered with the UK Charity Commission. Every year we hold an Annual General Meeting (AGM) where members of the Group's Executive Committee are elected. Any parent of a youth member has the right to attend the AGM and seek to stand for election to the Executive if they so wish.

#### *Your rights*

You have the right to object to how we process your personal information. You also have the right to access, correct, and, within certain limitations, delete or restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator. You can view and edit your personal information directly on the online membership systems - Online Scout Manager (OSM) and Compass (Adult Scout Association members only). Please contact a Leader or the Group Scout Leader for more information.

#### *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 either verbal or paper form, or via our online membership systems. In the case of adult members 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 16, this information will only be obtained from a parent/guardian and cannot be provided by the young person. However, in certain circumstances we will accept and potentially record personal information, such as any ongoing medical treatment, from any member no matter their age.

#### *How we use your personal information*

We collect your personal and medical information for the protection and identification of that person whilst in the care of the Scout Group. We also collect the data so we can contact the members, parents and guardians, to inform them of meetings and events that the group itself may be running or attending.

#### *Our legal basis for using your personal information*

We only use your personal information where it is permitted by the laws that protect your privacy rights. We only use personal information where:

- a. We need to use the information to comply with our legal obligations
- b. We need to use the information to legitimately contact you, regarding meetings, events, collection of membership fees and for the day to day running of the group.
- c. 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 Leaders and Executive Committee Members.

We will, however, share your personal information with others outside the Scout Group where we (or an affiliate processing your data on our behalf) are required to do so under the following circumstances:

- a. In response to a valid, legally compliant request by a relevant public authority or law enforcement agency.
- b. Where necessary to organisers of events and camps the member is attending.
- c. In the event of a claim where information may be shared with the Scout Association and its insurance subsidiary "Unity".
- d. When nominating a member for a national award, (such as a Scouting or Duke of Edinburgh) - such nominations would require that we provide contact details to that organisation.
- e. In the event of an emergency when we believe safety is at risk and if not sharing the details would cause harm or distress

In all cases we will only share personal information to the extent needed for the purpose in hand. We will never sell your personal information to any third party for the purposes of marketing.

### *Third Party Data Processors*

The 1st Cuckhamsley 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

### *How long we keep your personal information for*

We will retain your personal information, throughout the time you are a member of the 1st Cuckhamsley Scout Group.

We will retain your full personal information for a period of 12 months after you have left the Scout Group, and in a much more limited form (just name, date of birth, shortened address, badge and attendance records) to fulfil our legal obligations for insurance and legal claims.

### *Automated decision making*

The 1st Cuckhamsley Scout Group does not have any automated decision-making systems.

### *Transfers outside the UK*

The 1st Cuckhamsley Scout Group will not transfer your personal information outside of the UK, except 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 process.

### *Data Storage*

The 1st Cuckhamsley Scout Group is committed to the protection of your personal information. We store personal information, where access to that data is restricted and controlled on the following systems:

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.

In additional data may be stored as follows:

Local Hard Drives (Leaders and Committee members). Occasionally data has to be held on password protected Laptop or PC hard drives.

Printed records and Event data. Paper is still used within the Scout Group to capture and retain some data but transferred to secure digital systems as soon as possible. Examples are events and camps where digital access may be difficult requiring personal contacts and medical information to be available in hardcopy form.

### *Photography*

Photographs/images may be taken during activities and be used within a Scouting context and publicity material, for example Scouting publications and the media. Images may be published to official Scout websites and scouting affiliated social media but will never identify individuals in line with Scout Association guidelines.