

# Shelford and Stapleford Scout Group 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 we process this Personal Data.

## Who are we?

We are Shelfords and Stapleford Scout Group, Cambridgeshire, UK. We are a registered charity in the England (Charity number 301093). We operate as part of The Scout Association (Charity number 306101)

## What data are we gathering?

We collect the following personal information:

**Contact information** - If you make an enquiry to join via email we keep a copy of this information for the purposes of informing you of spaces becoming available for your young person to become a member of the Group;

**Membership data** - We 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, the data we hold is:

- details of young person:
  - name, date of birth, gender, address;
  - medical information - health conditions, allergies and intolerances, disabilities;
  - ethnicity;
  - attendance and attainment records
- details of parents/guardians (and other emergency contacts) – names, relationships, contact information, registration for gift aid;

Additional information is held about adults who help with the running and management of the Group.

In addition, we may collect additional data for registration to events and activities, including nights away, in some cases this data will be Sensitive Personal Data.

**Web analytics** – If you visit our website <https://shelfordsandstaplefordscouts.org.uk/> - we store the following information: the pages you view, the IP address from which your request was made, along with any referrer and user-agent string sent by your browser.

## **Why do we collect this information?**

We use this information to communicate with members, potential members, and their parents/guardians and to carry out our obligations as Scout Leaders and administrators of the Scout Group.

We have a responsibility to keep information about our members, both during their membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or rejoin).

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;
- To conduct surveys on, and analyse our performance;
- For financial accounting;
- To fundraise for the Scout Group;
- To process Gift Aid applications;
- To maintain the institutional memory of The Scout Group.

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

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

- contact form on our website or by email;
- Joiners forms;
- Activity/event registration forms/emails.

## **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 for instance camp consent forms will be deleted within 3 months of a camp finishing unless there are legitimate reasons for us to hold the information longer.

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 for a period 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 members where this activity is required to deliver the Scout Group's obligations, such as stand in leaders.

For some activities, for which we are not the primary provider of the activity, we may pass on relevant information to the organisers of the activity. We will inform you if this is the case and what information we will forward.

We may also share data within The Scout Association (e.g. incident reporting, aggregated data).

We do not store credit card details, nor do we share data with third parties without permission.

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

Potential member's and member's data is securely stored mainly on a secure database called Online Scout Manager.

For adult members records these are also held on COMPASS the secure Scout database managed by The Scout Association.

We also hold paper records to make sure we have access to contact details / medical records etc should technology fail.

Because of sending emails some information will be stored on leaders and administrators electronic devices. The information stored in this way is kept to an absolute minimum. 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:

- The right to access information we hold about you – if you want to see the information please contact the Group Administrator via email ([contact@sandsscouts.org.uk](mailto:contact@sandsscouts.org.uk))
- The right to correct and update information we hold about you or your family – if the data we hold about you is out of date or incorrect you can inform us, and we will ensure it is updated.
- The right to have your information erased – we must erase data if not needed or you ask us to provided that request is not excessive and it's possible.
- The right to data portability – we must provide a copy of your data back to you or pass it to another Scout Group if you ask us to.
- The right to object to processing of your data – we must cease a processing activity if you object to it although that will limit your ability to access Scouting activities.
- Where you have consented to a particular activity we must allow you to withdraw consent at any time.
- In the event that you wish to contact us to exercise these rights or for any further queries on this Privacy Notice please contact Group Administrator via email ([contact@sandsscouts.org.uk](mailto:contact@sandsscouts.org.uk))

## Links

Shelfords and Stapleford Scout Group: <https://shelfordsandstaplefordscouts.org.uk/>

Online Scout Manager: <https://www.onlinescoutmanager.co.uk/>

The Scout Association: <https://scouts.org.uk/>