
Privacy Notice

**12th Leamington (Holy Trinity)
Scout Group**

Written: November 2021

Next Review Date: November 2023

Approved by the Group Executive Committee on 17/11/2021.

Privacy Notice

1. 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.

2. Data Controller

The 'Data Controller' is the organisation responsible for managing the data. For the purposes of this Privacy Notice, the Data Controller is the 12th Leamington (Holy Trinity) Scout Group, registered charity in England & Wales, no. 1031305. We can be contacted through our web page at leamingtontrinityscouts.co.uk, using the 'Contact' option at the top of the home page, or by email to 12@leamingtontrinityscout.co.uk. We are not required to register with the ICO.

3. Why do we collect data?

We collect data 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 some basic information afterwards (due to our safeguarding responsibilities and to help us if you leave or re-join). 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. We collect this data to:

- Enable us to provide a voluntary service for the benefit of the public.
- Manage our volunteers.
- Manage our membership records.
- Update you on events.
- Conduct surveys on our performance.
- Enable financial accounting and planning.
- Complete the annual Scout Association Census.
- Fundraise for the Scout Group.
- Process Gift Aid applications.

We use personal sensitive data to:

- Protect a person's health and safety whilst in the care of the Group.
- Respect a person's religious beliefs with regards to activities, food and holidays.
- Monitor and report on equal opportunities.

4. Where do we collect data from?

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

- Contact form on our website or by email.
- Waiting lists for new members.
- Online Scout Manager parent portal.
- Regular parental updates.
- Event registration forms.

5. How long do we keep the data?

We may keep information for different periods of time for different purposes as required by law or best practice. Full details on how long data is kept for can be found in our Data Retention Policy.

6. What data may we process?

The majority of the personal information we hold is provided to us directly by volunteers, parents/guardians of a young members. In the case of adult members and volunteers, data may also be provided by third parties, such as the Disclosure and Barring Service (DBS) via Atlantic Data.

Where a member is under the age of 18, this information will only be obtained from a parent or guardian and cannot be provided by the young person.

Full details of what personal information we may collect can be found in (appendix 1).

7. Who has access to the data and who do we share it with?

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

We may share membership data with our local District, County, and other groups where this activity is required to meet our obligations or effectively and safely provide a programme, such as to stand in leaders or attending local events. We also share data with The Scout Association (our parent organisation) when required to do so. Data is shared with several third-party providers such as Online Youth Manager Ltd, Microsoft Office 365, The Manta Group, Go-Cardless limited and Atlantic Data.

We do not share information about any of our members unless the law and our policies allow us to do so.

8. Where will the data be stored?

We generally store personal information in the following ways:

- **Compass** – Is the online membership system of The Scout Association, this system is used for the collection and storage of adult volunteer personal data.
- **Online Scout Manager** – Is the online management system provided by Online Youth Manager. This system is used for the collection and storage of young people's personal data.
- **Microsoft Office 365** – Some personal data will be held on spreadsheets/databases within the Scout Group's Office 365 account.
- **Printed records and data** – paper is sometimes used to capture and retain some personal data for example:
 - Event registration
 - Health and contact record forms
 - Events coordination with event organisers.

Paper records are used rather than relying on secure digital systems, as often events are held where internet and digital access will not be available.

9. 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 up to date
- 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 any time (this may impact on the membership services we can provide you).

If you wish to contact us to exercise these rights, please contact our Data Protection Lead via 12@leamingtontrinityscouts.co.uk. We may ask for you to provide identification documents to ensure we are keeping your data safe.

10. How can a subject know what data is held?

You may see a copy of the data we hold about you, by request to the Data Protection Lead

(12th@leamingtontrinityscouts.co.uk), and you may ask that we correct any inaccuracies. Indeed, we positively welcome being updated about the data we hold.

11. Need to know more?

If you require any further information, please contact the Data Protection Lead at 12th@leamingtontrinityscouts.co.uk.

Appendix 1

We may collect the following personal information:

Information Type	Reason	Third parties with whom we share the information	Lawful reason for sharing
Young members & Parents/Guardians			
Personal contact details such as name, title, address, telephone numbers and personal email addresses	So that we can contact you.	Online Scout Manager (Online Youth Manager)	Not-for-profit body
Joining in records	So that we can contact you when a space becomes available.	The Manta Group (Scout Website) Online Scout Manager (Online Youth Manager)	Legitimate interests
Young person's Date of Birth	So that we can ensure young people are allocated to the appropriate section for their age.	Online Scout Manager (Online Youth Manager)	Not-for-profit body
Gender	So that we can address individuals correctly and accommodate for any specific needs.	Online Scout Manager (Online Youth Manager)	Not-for-profit body
Emergency Contact information	So that we are able to contact someone in the event in the event of an emergency or accident.	Online Scout Manager (Online Youth Manager)	Not-for-profit body
Tax status information	To collect gift aid from HMRC.	Online Scout Manager (Online Youth Manager)	Explicit Consent
Badge records	So that members can track their progression through the Scout programme.	Online Scout Manager (Online Youth Manager)	Legitimate interests
Safety and Safeguarding records	So that we can carry out our legal obligation to keep everyone safe.	Microsoft Office 365.	Legal Obligation
Attendance records	So that we know who has attended our events and meetings	Online Scout Manager (Online Youth Manager)	Legal Obligation
Race or ethnic origin	So that we can make suitable arrangements on members cultural needs.	Online Scout Manager (Online Youth Manager)	Not-for-profit body
Health records	So that we can make suitable arrangements based on members medical needs.	Online Scout Manager (Online Youth Manager)	Vital Interests
Swimmer status	So that we can make suitable arrangements when activities directly or indirectly involve water.	Online Scout Manager (Online Youth Manager)	Legitimate interests
Photographs	So that we can showcase what are members get up to.	Microsoft Office 365.	Consent

Adult Volunteers			
Personal contact details such as name, title, address, telephone numbers and personal email addresses	So that we can contact you.	Compass	Performance of a contract
Joining in records	So that we can contact you when a space becomes available.	The Manta Group (Scout Website)	Legitimate Interests
Gender	So that we can ensure that adults are old enough to take on an appointment within Scouting	Compass	Performance of a contract
Diversity Information	Information on members' gender, ethnicity, religion or faith, and disability is requested by the Scouts to help in monitoring its membership.	Compass	Not-for-profit body
Disabilities	The Scouts uses this information to provide you with any support you will require to fulfil your role as an adult	Compass	Not-for-profit body
Emergency Contact information	So that we are able to contact someone in the event in the event of an emergency or accident.	Compass	Not-for-profit body
Award records	So that members can track their awards through their Scouting time.	Compass	Legitimate Interests
Health records	So that we can make suitable arrangements based on members medical needs.	Compass	Vital Interests
Safety and Safeguarding records	So that we can carry out our legal obligation to keep everyone safe.	Microsoft Office 365.	Legal Obligation
Photographs	So that we can showcase what are members get up to.	Microsoft Office 365.	Consent

If we wish to use your personal data for a new purpose, not covered by this Data Protection statement, then we will provide you with a new or updated notice explaining this new use prior to commencing its processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.