

Privacy Information Notice

1. Introduction

1.1. In compliance with the [General Data Protection Regulation](#) (the “GDPR”), this Privacy Information Notice tells you what to expect when the 150th Sheffield (Wadsley Church) Scout Group collects personal data. It applies to information we collect about:

- visitors to our website;
- people who contact us for the first time via the contact form on our website or by email;
- people on our waiting list;
- current members of the 150th Sheffield (Wadsley Church) Scout Group, i.e. Beavers, Cubs, Scouts, Scout Leaders, members of our Active Support Unit and of the Executive Committee;
- people with parental responsibility for members of the 150th Sheffield (Wadsley Church) Scout Group;
- people named as emergency contacts for members by members’ parents/legal guardians;
- former members of the 150th Sheffield (Wadsley Church) Scout Group;

1.2. We may also receive information about our members, their parents or legal guardians and emergency contacts from the member’s previous Scout Group.

2. Who are we?

2.1. The Executive Committee of the 150th Sheffield (Wadsley Church) Scout Group is the Data Controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. Data – what is it?

3.1. Data is information we collect about an individual. It includes:

- Personal data: this relates to a living individual who can be identified from that data, e.g. name, address, telephone number, membership number. Identification can be by the information alone or in conjunction with any other information in the Data Controller’s possession or likely to come into such possession.

- Sensitive personal data: this includes information about an individual's health.

3.2. Parents/legal guardians are responsible for the data of members aged under 13. When a member reaches the age of 13, they can be responsible for their own personal data.

4. Data – what do we collect?

4.1. Visitors to our website:

- The site (<http://www.150th.org.uk>) is hosted at weebly.com.
- We may use Google Analytics to collect anonymous internet log information and details of visitor behaviour patterns when someone visits our website, <http://www.150th.org.uk>, for example the number of users viewing pages on the site, in order to monitor and report on the effectiveness of the site and help us improve it. We may collect this information in a way which does not identify you and we do not make any attempt to find out the identities of those visiting our website. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.
- All content on our website is copyright protected. All photographs that appear on our website are copyright of their owner.
- Any views posted on our website are not necessarily the views of the Scout Association.

4.2. The personal data we hold about people who contact us via the [Contact Form](#) on our website includes:

- Name, email address and telephone number.

4.3. The personal data we hold about people on our waiting list, supplied by parents/legal guardians on our [Waiting List Application](#) form includes:

- Name, date of birth, gender, address of the young person to be placed on our waiting list, their parents'/legal guardians' names, their parents' email addresses and their parents' telephone numbers.

4.4. The data we hold in [MyScout \(Link is onlinescoutmanager.co.uk\)](#) about current members of the 150th Sheffield Scout Group, their parents/legal guardians, and their emergency contacts includes:

- The member's name, date of birth, gender, address, email address, NHS number, additional needs, photograph; GP's name, address and telephone number.
- The member's parents'/legal guardians' names, addresses, email addresses and telephone numbers.
- The member's emergency contact's name, address, email address and telephone numbers. **NOTE:** It is the responsibility of the persons supplying us with the emergency contact's personal data (usually the member's parents/legal guardians) to gain consent for us to hold their data and we will ask you to confirm on [MyScout](#) that you have done this.

5. How do we process your data?

5.1. The 150th Sheffield (Wadsley Church) Scout Group complies with its data protection obligations by keeping data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; and by ensuring that appropriate technical measures are in place to protect data.

5.2. We collect, process and store your data using the following methods and systems:-

- Paper forms
- Emails
- On Line Scout Manager (for young members)
- Google suite
- Google Drive
- Drop Box
- M.S. Office
- Compass (for adult volunteers)
- Laptops/desktop computers

5.3. We use your data to communicate with you and to carry out our obligations. 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.

5.4. We process your data for the following purposes:

- To enable us to provide a voluntary service for the benefit of the public as specified in the Scout Association Policy, Organisation and Rules (POR).
- To administer membership records.
- To organise events, fundraise and promote the interests of the Group.
- To manage our volunteers.
- To maintain our own accounts and records.
- To operate The 150th Sheffield (Wadsley Church) Scout Group's website and deliver the services that individuals have requested.

- To keep you informed about events and activities run by the 150th Sheffield (Wadsley Church) Scout Group and news from the 150th Sheffield (Wadsley Church) Scout Group.
- To process gift aid applications.
- To conduct research about your opinions of the 150th Sheffield (Wadsley Church) Scout Group.
- To provide learning credits through the Children's university.

6. What are the legal bases for processing your data?

- 6.1 processing is necessary for compliance with a legal obligation to which the controller is subject;
- 6.2 processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- 6.3 processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.
- 6.4 the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- 6.5 processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- 6.6 processing relates to personal data which are manifestly made public by the data subject;
- 6.7 processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- 6.8 processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional.

7. Who has access you your data and who do we share it with?

7.1. Only individuals who need membership information to carry out their role with the 150th Sheffield (Wadsley Church) Scout Group will have access to your data.

7.2. We may share your data with other local Scout groups where this activity is required to deliver the scouting group obligations, such as stand in leaders. We may also share data within The Scout Association.

7.3. We may share data with third parties outside of 150th Sheffield (Wadsley Church) Scout Group when necessary to protect the vital interests of the data subject or another person, for example in a medical emergency, or with your consent, for example if you have signed-up for Gift Aid on My Scout we will share your name and address with HMRC to process your Gift Aid donation.

7.4. We collect Adult Volunteers data which are then shared with the South Yorkshire County Scout Association and held on Compass.

8. How long do we keep your data?

8.1. People who contact us by email or via the contact form on our website: we keep your data until we have resolved your query, after which we will destroy it unless you have given us consent to hold it for longer.

8.2. People on our waiting list: we keep your data until you accept or decline the offer of a place in the 150th Sheffield (Wadsley Church) Scout Group.

8.3. Members of the 150th Sheffield (Wadsley Church) Scout Group: we keep your data until you are no longer a member of the 150th Sheffield (Wadsley Church) Scout Group.

8.4. **Parents/legal guardians of members of the 150th Sheffield (Wadsley Church) Scout Group:** we keep your data until you no longer have a young person who is a member of the 150th Sheffield (Wadsley Church) Scout Group. The only exception to this is that we retain Gift Aid declarations and associated paperwork for up to 7 years after the calendar year to which they relate for auditing purposes.

8.5. **People named as emergency contacts by those with parental responsibility for members:** we keep your data until the member for whom you are the emergency contact leaves the 150th Sheffield (Wadsley Church) Scout Group or we are notified that you are no longer their emergency contact.

8.6. Accident forms:

We keep records of minor accidents for a period of **one year**.

In the case of a Reportable Accidents where professional medical attention is required at the time of the incident, e.g. an ambulance attend at the time of the incident, then for the purposes of a claim against an accident, the record of the incident is forwarded to Unity Insurance, who are the Scout Associations insurers, where they keep information according to their GDPR procedures/policy. We do not keep a record of these accidents.

9. Your rights and your data

9.1. Unless subject to an exemption under the GDPR, you have the following rights with respect to your data:

- The right to request a copy of your data which the 150th Sheffield (Wadsley Church) Scout Group, holds about you.
- The right to request that the 150th Sheffield (Wadsley Church) Scout Group corrects any data if it is found to be inaccurate or out of date.
- The right to request your data is erased where it is no longer necessary for the 150th Sheffield (Wadsley Church) Scout Group to retain such data.
- The right to withdraw your consent to the processing at any time.
- The right, where there is a dispute in relation to the accuracy or processing of your data, to request a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioners Office.

10. Further processing

10.1. If we wish to use your data for a new purpose, not covered by this Privacy Information Notice, then we will provide you with a new notice explain this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

11. Photographs, video, audio and social media

11.1. Photographing and videoing children whilst on Scouting activities has raised some questions as to what is and what is not acceptable. This section hopefully clarifies some points.

11.2. Promoting Scouting is important, and it is in the interests of all to advertise what we do through the use of appropriate and positive images. We therefore have to manage how we publicise these materials.

11.3. When a new member joins the Scout Group, their parents or legal guardian will be asked to indicate on [MyScout](#) whether they agree to the use of photos and

videos from activities within Scouting for Scouting purposes. These include (but are not inclusive of) the group, district or county websites, local newspapers, the newsletter, the notice board in the 150th Sheffield (Wadsley Church) Scout Group's building and the local press. Photos or Videos may appear on our Facebook sites.

11.4. Social media is used as a means of promoting our brand and our activities. Leaders have undertaken specific training for using social media. For example, our Facebook site allows us to quickly share news and photos that we think are appropriate to a wider audience.

11.5. It is our policy to:

- As far as reasonably possible, ensure children whose parents/legal guardians have not given permission are excluded from promoted media.
- Only identify children appearing in our media by name if we have obtained their permission to do so. If we would like to identify individuals by name, we will ask for the subject of the photo for permission to use their image and whether we can identify them by name. This ensures that they are aware of the way the image will be used. This does not need to be a formal permission form, an informal verbal agreement that explains what the photo will be of and how it will be used is sufficient. (Please note the Press will often use full names when they can, however we always encourage the use of generic terms such "A Scout...").
- Only use photos/videos of suitably dressed subjects and in appropriate situations.
- Follow the Scout Association's "Young People First" policy. ([link is members.scouts.org.uk](https://members.scouts.org.uk))
- Encourage the use of photos/videos in materials promoting Scouting (including the wider press) providing the above criteria have been met.

11.6. It is not a legal requirement to obtain parental/legal guardian or the member's permission (as the copyright of the image belongs to the photographer and not the subject) however we ask parents/legal guardians/members as a matter of good practice and manners.

11.7. The local press (and sometimes the national Press) are often invited to Scouting events and may wish to photograph or video members doing Scouting activities.

11.8. We are unable to control members of the public or the press taking photos when Scouts are appearing in a public place (such as parades). In these situations, they require no invitation or permission. Photographs or video taken by Press photographers without invitation or permission when it is required are subject to the normal [Press Complaints Commission Code of Practice](https://www.pcc.org.uk). ([Link is pcc.org.uk](https://www.pcc.org.uk))

11.9. We are also unable to control photographs or video taken by other parents whilst at Scouting events. We ask that all parents are sensible when sharing media (particularly via social networking) and follow the guidelines set out above.

12. How we will contact members

12.1. Sometimes we'll need to get in touch with members, but we'll always follow these rules:

- for Beavers, Cubs and Scouts all contact will go via the member's parents/legal guardians;
- we may contact Explorer Scouts directly, but a parent/legal guardian will be copied in.

13. Contact details

13.1. To exercise all relevant rights, queries or complaints please in the first instance contact the Membership Secretary, 150th Sheffield (Wadsley Church) Scout Group,

membership@150th.org.uk

13.2. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.