

Scouting and the GDPR

“Be Prepared”

The GDPR (“General Data Protection Regulation”) came into effect as part of UK law on 25 May 2018. The GDPR is designed to ensure that organisations which hold information about you only use that information in accordance with your wishes. The GDPR will affect central government, local authorities, education, health, public sector organisations, companies and business, churches, sports & social clubs, charities – in fact the regulations are so broad that they catch pretty much every organisation.

2nd Exminster Scout Group holds information about Beavers, Cubs, Scouts (“youth members”), young people on our waiting list (“prospective members”), their parents and other designated adults (e.g. names, home address & phone number, email addresses, mobile phone numbers, emergency contacts, allergies & medical info). This means that we need to ensure that we comply with the GDPR.

The GDPR requires us to tell you:

- Why we collect data
- Where we get the data from
- What data we hold about you
- How or where we hold it
- How long we keep it for
- How you can find out what data we hold about you

1. Why do we collect data?

The information we collect is used to enable us to provide good Scouting activities and events for Beavers, Cubs and Scouts, and to keep the Scout Group well organised and on a sound financial basis. We need to hold a range of information for a wide variety of reasons, for example: to make sure that we can contact you to let you know about membership, activities and events, in case your child is unwell or needs to be collected, and to meet our Safeguarding obligations.

2. Where do we get the data from?

Most of the information we hold about youth members, prospective members and their families is provided by you.

- Membership enquiries – data is collected via the contact form on our web page, by email, telephone or in person.
- Joining information – data is collected by the Personal Information Form which you are asked to complete when a young person joins Beavers, Cubs or Scouts.
- Updates – changes or updates may be collected by email, telephone, in writing or in person.

Occasionally, personal data may be obtained from another Group, for instance, when a youth member transfers in. This data can be transmitted by email or by direct transfer of data records via Online Scout Manager (see below).

3. What data do we hold about you?

We keep information about prospective members, youth members, young leaders, adult leaders and other adult volunteers, and may have information about their immediate family members and other emergency contacts. The data includes some or all of the following: name and contact details, date of birth, nationality, ethnicity, religion, disabilities, medical, behavioural and dietary matters, details of next of kin/emergency contacts, relationships with other people (including family and health professionals), and history within the Scout Group.

We also hold some financial information, e.g. history of payment of subs, payment for events / activities and Gift Aid declarations.

4. How or where do we hold your data?

The following systems are used for storing information.

Online Scout Manager (OSM)	<p>Online Scout Manager is an encrypted online (Cloud based) database. We use OSM for Beavers, Cubs, Scouts and prospective members. The Group Scout Leader and all Section Leaders and Assistant Section Leaders have access to this information but data is not passed to or shared with anybody outside of our Group or to the wider Scout Community without your consent.</p> <p>Access to OSM is password-protected. Leaders only have access to your information while they are Leaders and access to the database is removed as soon as a Leader steps down.</p> <p>A copy of the OSM security policy can be found at: https://www.onlinescoutmanager.co.uk/security.html.</p>
Paper records	<p>Completed Personal Information Forms are held securely by the Section Leaders either in a locked cupboard at the Deepway Centre or in a locked filing cabinet in the Leader's home. Forms are securely destroyed (shredded) when a young person leaves scouting.</p> <p>For activities held away from the Deepway Centre, Leaders may print off an "In Touch" list containing emergency contact details and medical or dietary information relevant to the activity. The list is securely destroyed after the event.</p> <p>For Nights Away activities, an "In Touch" list containing emergency contact details is printed off and lodged with the designated In Touch person (usually a DBS-checked adult member of the Group). This is held in a sealed envelope and only opened if required. It is securely destroyed after the event.</p>
SendInBlue (mailing list software)	<p>Contact details of parents/carers are also held in the web-based mailing list application, SendinBlue. 2nd Exminster Scout Group holds an account which is password-protected and administered by the Group Scout Leader or Group Administrator.</p>

	<p>Entries are permanently deleted when a young person leaves the Group.</p> <p>The Privacy Notice for SendInBlue can be found here: https://www.sendinblue.com/legal/privacypolicy/</p>
Yahoo Mail (email software)	<p>2nd Exminster Scout Group uses a Yahoo Mail email address for communication with parents/carers of current and prospective youth members. Names and email addresses of parents/carers are held in a Contacts folder and are permanently deleted when the youth member leaves the Group.</p>
Compass	<p>Adult (leaders & assistant leaders) membership data is held in the web-based Scout Association membership database called Compass. The data is protected by a system of permissions and passwords, to ensure that the data is not accessible to people who should not have access.</p>
Census Return	<p>Each year, the Scout Association collects membership statistics across the country. Data is anonymised before being submitted to the online census application.</p>

5. For how long do we keep your data?

We hold the information that you provide to us for the length of time that the young person is in Scouting with us. If your child moves on to the next section (e.g. Beavers to Cubs) we forward your child's (and your) data on to the next section. If they leave Scouting, then their information is archived. This process removes all personal information, leaving only initials to identify an individual.

Under the GDPR you are entitled to ask us to remove your data and your child's data from the system. However, our Safeguarding Policies do not allow us to continue to look after your child without this data, and so we regret that it will not be possible for your child to continue as a member of the Group.

6. Subject Access Requests

You are entitled to ask us, in writing, for a copy of the personal data we hold about you or your child. This is known as a subject access request. We will not charge a fee for this information and we will aim to respond to your request within one month.

PRIVACY NOTICE

The GDPR requires us to publish a Privacy Notice setting out:

- Why we collect data
- Where we get the data from
- What data we hold about you
- How or where we hold it

- How long we keep it for
- How you can find out what data we hold about you

This document constitutes the Privacy Notice published by 2nd Exminster Scout Group.

Data Controller

The "Data Controller" is the person or organisation responsible for managing data. For the purposes of this Privacy Notice, the Data Controller is the "2nd Exminster Scout Group". We can be contacted by email at exminsterscouts@yahoo.com. Or through our web page at exminsterscouts.org.uk, where there is a "Contact" page.

Data Protection Policy

2nd Exminster Scout Group is committed to protecting the privacy of its members and adheres to the Scout Association's Data Protection Policy, which can be accessed at:

<http://scouts.org.uk/media/927472/SCOUTS-data-protection.pdf>

If you have any questions regarding this Privacy Notice then please contact Josie Walledge, Group Scout Leader, at exminsterscouts@yahoo.com

2nd Exminster Scout Group

May 2018