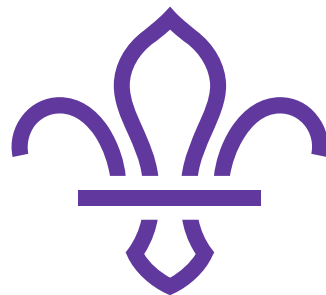


# **1<sup>st</sup> Weald Brook Privacy Policy**

**Scouts**

**1st Weald Brook**



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## Revision History

<b>Date</b>	<b>Comments</b>	<b>Name</b>
March 2018	Initial Document Creation	Kate Alexander
December 2018	Document conversion to MS Word format	Martin Bateman

# **1ST WEALD BROOK SCOUT GROUP**

**Registered Charity No 1096647**

**Scout Registration No 46337**

## **PRIVACY POLICY**

### **Introduction**

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

This privacy notice applies to personal information processed by or on behalf of the Scout Group.

1st Weald Brook Scout Group is a data controller for your personal data. As a registered charity it is our trustees' responsibility to ensure that we have appropriate data protection processes in place. You can contact our data protection officer by emailing [data@1stwealdbrook.org.uk](mailto:data@1stwealdbrook.org.uk).

We may change this privacy notice from time to time in order to reflect changes in the law and/or our privacy practices.

We encourage you to check this privacy notice for changes whenever you visit our website [www.1stwealdbrook.org.uk](http://www.1stwealdbrook.org.uk)

## **Section 1 - Definitions**

### **1.1 We/Our/Us**

The Executive Committee of 1st Weald Brook Scout Group (the Trustees of the charity) together with the Group Leaders.

### **1.2 The Group**

1st Weald Brook Scout Group.

### **1.3 Group Leaders**

Section Leaders, Assistant Section Leaders and Section Assistants as recorded on "Compass".

### **1.4 Occasional Helpers**

Adults who are registered as such on "Compass".

### **1.5 Young Leaders**

Members of a Young Leaders Explorer Scout Unit who are assisting with one of the younger sections.

### **1.6 Youth members**

Members of the Beaver, Cub or Scout sections of 1st Weald Brook Scout Group.

### **1.7 "Compass"**

The Scout Association Adult Membership System.

### **1.8 The Scout Association**

The Scout Association, Gilwell Park, Chingford, London, England E4 7QW.

Charity numbers: 306101 (England and Wales) and SC038437 (Scotland).

### **1.9 POR**

"Policy, Organisation and Rules" - The Governing Document of The Scout Association.

## **Section 2 - Individuals covered by this policy**

- 2.1 Adult volunteers recorded on "Compass".
- 2.2 Young Leaders.
- 2.3 Young people assisting for a short period of time as part of the DofE scheme or similar.
- 2.4 Youth members.
- 2.5 Young people whose names are on our waiting list.
- 2.6 Parents/Guardians of all those under the age of 18 who are covered by the policy.

## **Section 3 - Why We collect personal data**

We collect personal data to enable us to:

- 3.1. Comply with the rules of The Scout Association as set out in POR.
- 3.2. Exercise our legal and regulatory obligations.
- 3.3. Ensure that adult volunteers are supported and valued.
- 3.4. Provide a fun, challenging, safe and adventurous programme for all youth members.
- 3.5. To record young peoples' progress and celebrate their achievements.
- 3.6. To maintain a waiting list.
- 3.7. To promote fundraising and social events relating to the activities of The Group.
- 3.8. To create a sense of "family" and belonging amongst all involved in the activities of The Group.
- 3.9. Keep members informed of activities, events and opportunities available to them but organised by parts of the wider scouting family or provided exclusively for members of the movement (e.g. Thriftwood Firework Display).
- 3.10. Maintain effective and reliable administrative and financial systems.

- 3.11. Publicise and promote The Group and Scouting in general.
- 3.12. Maintain a historical archive of The Group's activities and membership.

## **Section 4 - How & when We collect personal data**

We collect personal data:

- 4.1 When you complete application forms for a Trustee or Leadership Position.
- 4.2 When you complete a DBS check to become an Occasional Helper.
- 4.3 When your child joins The Group or moves section.
- 4.4 When you ask for your child's name to be added to The Group waiting list.
- 4.5 When standing order forms/gift aid forms are completed.
- 4.6 From booking/information forms for individual events.
- 4.7 When you notify Us of any changes or additions to personal data We already hold.

We create personal data:

- 4.8 To enable Us to track young people's progress through the badge and award schemes

## **Section 5 - Sensitive personal data**

Some of the data we collect is defined as sensitive personal data. This includes data about an individual's religion and health. We will highlight whenever we request sensitive personal data from you in writing and will ask for your specific permission to hold and process this.

## **Section 6 - What we do with your personal data**

We will only use your personal data for the purposes as set out in Section 3 of this policy.

## **Section 7 - Sharing your personal data**

We will never sell your personal data:

7.1 Sharing your personal data outside of The Scout Association:

7.1.1 Where there is clear and necessary basis for doing so, We will share personal data with:

7.1.1.1 Government bodies (eg in connection with Gift Aid)

7.1.1.2 The Group's Insurers.

7.1.1.3 Medical personnel and others who may be involved in the active management of an emergency situation (but not with media representatives).

7.1.1.4 External activity providers and their insurers.

We will share personal data when required to do so by statutory or regulatory regulations.

7.2 Sharing your personal data within The Scout Association:

7.2.1 Where required under POR We will pass personal data to District/County/National bodies.

7.2.2 Where We accept there is a clear and reasonable basis to do so, We will share your personal data with other members of The Scout Association at all levels (for example to enable youth members who have achieved their Chief Scout's Award to be invited to the appropriate recognition event).

7.3 We will share personal data in other circumstances where we have your consent to do so.



## **Section 8 - Retention policy**

Please be aware that this retention policy applies only to personal data that We hold. Other individuals and bodies may also hold personal data relating to you/your child's participation in Our activities and will have their own retention policies.

Unless required by POR, Statutory or other regulatory requirements, or by our Insurers, we will retain data as follows:

### 8.1 Basic Personal Data

We define Basic Personal Data in relation to adult volunteers as:

name, postal address, telephone number, email address.

We define Basic Personal Data in relation to Young Leaders as

name, date of birth, address, sections assisted in (with dates).

We define Basic Personal Data in relation to youth members as

name, date of birth, address, sections attended, highest awards achieved.

Personal data considered to be Basic Personal Data will be archived when the adult volunteer, Young Leader or youth member leaves The Group.

(If archived outside The Group, a minimum restricted access period of 20 years will be applied).

8.2 Other personal data relating to adult volunteers may be retained for a maximum of 6 years from the September following their leaving The Group

### 8.3 Other personal data relating to Young Leaders and Youth members

Because it is not uncommon for references/supporting statements relating to a young persons involvement to be requested some time after they leave The Group, other personal data may be retained until the September following their 21st birthday

8.5 Other personal data relating to Parents/Guardians of under 18s  
Data may be retained until the September following the date that their child leaves The Group with the exception of data related to gift aid claims

8.6 Personal data relating to financial matters may be kept for a maximum period of 8 years from the end of the financial year in which it ceased to be current

### 8.7 Minutes of Executive Committee Meetings

Where these are no longer required for reference purposes by The Executive Committee, they will either be destroyed or passed to an appropriate archive with a minimum restricted access period of 20 years

## **Section 9 - Photographs**

9.1 We do not consider anonymised photographs, such as those used on The Group web site and photo album, to be personal data and hence they are not explicitly covered by this privacy notice, however we want to be clear how we use photographs in the Group

Photographs may be taken at Group meetings, activities and events. Photographs may be taken by Leaders but they may also be taken by

other parents, young people in attendance and other people that are not related to the Group at all. There is no practical way of policing the taking and publishing of photographs of all events and activities that the Group undertakes.

The Group will use photographs on its Website ([www.1stwealdbrook.org.uk](http://www.1stwealdbrook.org.uk)) and associated photo album ([www.wealdbrook.smugmug.com](http://www.wealdbrook.smugmug.com))

We may also use photographs will on display boards in the Scout Hut and on "thank you" cards that sections send from time to time.

We may also share photos with third party activity providers, visitors and places that we have visited

The Group will also provide photographs to the local press and to other Official Scout Organisations for publicity purposes

9.2 Where photographs are used in conjunction with an identifying name (such as on the Chief Scout's Award Holders display) we consider this to be personal data and it will be processed in accordance with this policy

9.3 We will, whenever photographs are used with an identifying name seek, as a matter of courtesy, to obtain your permission (either implied or direct) however, our basis for processing this personal data will remain that of "legitimate interest".

## **Section 10 - Security**

We understand the importance of retaining and processing your personal data securely and have appropriate technical and organisational measures in place to ensure this.

## **Section 11 - Your rights**

It is important to us that the personal data we hold is accurate.

If you want to see what personal data we hold about you/your child we are happy to show you. Please speak to your child's section leader in the first instance or contact the Data Controller.

If you are unhappy with the way we are using your personal data, please contact the Data Controller ([data@1stwealdbrook.org.uk](mailto:data@1stwealdbrook.org.uk)).