

# 12<sup>th</sup> Aylesbury Scout Group Policy

on Terms and Privacy

Revision 1.1

Date February 2023

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## Introduction

The Scout Association's commitment to protecting privacy and data forms a key policy for Scouting. Our policy underpins The Scout Association's Data Protection Policy and other associated policies.

## What is the privacy policy?

This Data Privacy Policy describes the categories of personal data 12<sup>th</sup> Aylesbury Scout Group process and for what purposes. 12<sup>th</sup> Aylesbury Scout Group are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR), the regulations set by the European Union, and Data Protection Act 2018 (DPA 2018), the UK law that encompasses the GDPR.

This Privacy Policy applies to members, parents/guardians of youth members, volunteers, employees, contractors, suppliers, supporters, donors and members of the public who will make contact with 12<sup>th</sup> Aylesbury Scout Group.

## Who we are?

All Scout Units are independent charities. However, those based in England and Wales may not be required to register with the Charity Commission as they have been 'excepted' by a ruling of the Charity Commission who, in their most recent guidance, have confirmed that Scout Units only have to register if:

- ✿ Their income is more than £100,000, or
- ✿ They have permanent endowment (a rare interest in land/building or other assets which cannot be spent as 'income') and their income is £5,000 or over; or
- ✿ They own land or buildings and their income is £5,000 or over

However, it's important to note that even excepted and unregistered charities still remain subject to general charity law and the rules of the Charity Commission which may investigate matters where there is proper cause for concern.

12<sup>th</sup> Aylesbury Scout Group here with referred to as "the group" currently operate under this ruling.

The Data Controller for the group is the Executive Committee who are appointed at an Annual General Meeting and are Charity Trustees. A list of our trustees can be found on our group website (<https://12thaylesbury-scouts.org.uk/exec>).

The Executive Committee have appointed a Data Protection Officer. Their contact details are listed at the bottom of this document.

## The data we may process

The majority of the personal information we hold, is provided to us directly by you or by the parents or legal guardians of youth members verbally or in paper form, digital form via Online Scout Manager (OSM) or via our online membership system Compass. In the case of adult members and volunteers, data may also be provided by third parties, such as the England & Wales - Disclosure and Barring Service (DBS).

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.

We may collect the following personal information:

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- ✿ Personal contact details such as name, title, address, telephone numbers and personal email address - so that we can contact you.
  - ✿ Date of birth - so that we can ensure young people are allocated to the appropriate Section for their age and that adults are old enough to take on an appointment with Scouting.
  - ✿ Gender – so that we can address individuals correctly and accommodate for any specific needs.
  - ✿ Emergency contact information - so that we are able to contact someone in the event of an emergency.
  - ✿ Government identification numbers e.g., national insurance, driving licence, passport - to be able to process volunteer criminal record checks.
  - ✿ training records - so that members can track their progression through the Scout programme or adult training scheme.
  - ✿ Race or ethnic origin - so that we can make suitable arrangements based on members cultural needs.
  - ✿ Health records - so that we can make suitable arrangements based on members medical needs.
  - ✿ Criminal records checks - to ensure Scouting is a safe space for young people and adults.
  - ✿ Debit/Credit Card details – to process payments made through our website

## The lawful basis we process your data by

We comply with our obligations under the GDPR and DPA 2018 by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

In most cases the lawful basis for processing will be through the performance of a contract for personal data of our adult volunteers and legitimate interest for personal data of our youth members. Sensitive (special category) data for both adult volunteers and our youth members will mostly align to the lawful basis of legitimate activities of an association. Explicit consent is requested from parents/guardians to take photographs of our members. On occasion we may use legitimate interest to process photographs where it is not practical to gather and maintain consent such as large-scale events. On such occasions we will make it clear that this activity will take place and give individuals the opportunity to exercise their data subject rights.

We use personal data for the following purposes:

- ✿ To provide information about Scout meetings, activities, training courses and events to our members and other volunteers in the group.
- ✿ To provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution
- ✿ To administer membership records
- ✿ To fundraise and promote the interests of Scouting
- ✿ To manage our volunteers
- ✿ To maintain our own accounts and records (including the processing of gift aid applications)
- ✿ To inform you of news, events, activities and services being run or attended by the group
- ✿ To ensure and evidence your suitability if volunteering for a role in Scouting
- ✿ To contact your next of kin in the event of an emergency
- ✿ To ensure you have and maintain the correct qualifications and skills

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☘ To provide you with products are services that you have purchased.

We use personal sensitive (special) data for the following purposes:

- ☘ For the protection of a person’s health and safety whilst in the care of the group
- ☘ To respect a person’s religious beliefs with regards to activities, food and holidays
- ☘ For equal opportunity monitoring and reporting.

## Our retention periods

We may keep information for different periods of time for different purposes as required by law or best practice. As far as membership information is concerned, to make sure of continuity (for example if you leave and then re-join) and to carry out our legal responsibilities relating to safeguarding young people, we keep your membership information throughout your membership and after it ends, and we make sure we store it securely.

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

## Sharing your information

### Young people and other data subjects

We will normally only share personal information with adult volunteers holding an appointment in **the group**. We might on occasions share personal information with adult staff and volunteers holding an appointment in **Aylesbury District or Buckinghamshire Scout County** for the purposes of Scouting awards ceremonies and registering for external awards (such as the Duke of Edinburgh Award) administered at County level.

We will share the personal data of youth members and their parents/guardians with The Scout Association Headquarters for the purpose of managing safeguarding cases. The privacy and security notice for The Scout Association can be found here: <https://www.scouts.org.uk/about-us/policy/data-protection-policy/>. The sharing of this data will be via the Online Scout Manager platform which is used by **the group** to manage youth membership. The privacy and security notice for OSM can be found here: <https://www.onlinescoutmanager.co.uk/security.html>

### Adult volunteers

We will normally only share personal information with adult volunteers holding appropriate appointments within the line management structure of The Scout Association for the group as well as with The Scout Association Headquarters as data controllers in common.

### All data subjects

We will however share your personal information with others outside of **the group** where we need meet a legal obligation. This may include The Scout Association and its insurance subsidiary (Unity Insurance Services), local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

We will only share your data with third parties outside of the organisation where there is a legitimate reason to do so.

We will never sell your personal information to any third party.

Sometimes we may nominate a member for national awards, (such as Scouting awards or Duke of Edinburgh awards) such nominations would require us to provide contact details to that organisation.

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Where personal data is shared with third **parties**, we will seek assurances that your personal data will be kept confidential and that the third party fully complies with the GDPR and DPA 2018.

## How we store your personal data

We generally store 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 membership system of Online Youth Manager, this system is used for the collection and storage of youth member personal data.
- ✿ **Google Workspace** – is our secure online cloud document storage, email provider
- ✿ **One.com** – is our website provider
- ✿ **Lloyds Bank** – is where we hold bank accounts. Adult volunteers with specific roles in **the group** will have their details shared with Lloyds Bank for the administration of the bank accounts
- ✿ **What's App** – used for basic passing of messages to parents, which does not replace formal emails but will be administered by Group Scout Leader, Section Leaders and Assistant Section Leaders.
- ✿ **Monday.com** – Used for the executive to track actions and tasks related to the group, which may include adult volunteers interested in the group
- ✿ **Mailchimp** – used to circulate our “Reef Knot” Newsletter

In addition, adult volunteers will hold some personal data on local spreadsheets/databases.

Printed records and data held while attending events - paper is sometimes used to capture and retain some data for example:

- ✿ Gift Aid administration
- ✿ Event registration
- ✿ Health and contact records forms (for events)
- ✿ Events coordination with event organisers

Paper records for events are used rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event.

## Third Party Involvement?

From time to time it may be necessary for some of the information to be supplied to third parties. These would include, as an example, the following and is only necessary to ensure the continuing care of individuals by the event managers:

- ✿ Leaders/Supporters involved in running activities
- ✿ External organisers providing facilities for camps/activity days

## Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

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## How we provide this privacy policy

A link to this website page is provided to those whose data is being processed by us. A printed version is also available on request.

<https://12thaylesbury-scouts.org.uk/policies>

## Your rights

As a Data Subject, you have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

Unless subject to an exemption under the GDPR and DPA 2018, you have the following rights with respect to your personal data:

- ✿ **The right to be informed** – you have a right to know how your data will be used by us.
- ✿ **The right to access your personal data** – you can ask us to share with you the data we have about you. This is a Data Subject Access Request.
- ✿ **The right to rectification** – this just means you can update your data if it's inaccurate or if something is missing. Adult members will be able to edit and update some information directly on The Scout Association's Compass membership system and youth members details can be updated by parents / legal guardians via OSM.
- ✿ **The right to erasure** – this means that you have the right to request that we delete any personal data we have about you. There are some exceptions, for example, some information will be held by The Scout Association for legal reasons.
- ✿ **The right to restrict processing** – if you think that we are not processing your data in line with this privacy policy then you have the right to restrict any further use of that data until the issue is resolved.
- ✿ **The right to data portability** – this means that if you ask us, we will have to share your data with you in a way that can be read digitally – such as a pdf. This makes it easier to share information with others.
- ✿ **The right to object** – you can object to the ways your data is being used. Rights in relation to automated decision making and profiling – this protects you in cases where decision are being made about you based entirely on automated processes rather than a human input, it's highly unlikely that this will be used by us.

## Website Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

### Cookie Settings

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit the all about cookies website here: <https://www.allaboutcookies.org>

To opt out of being tracked by Google Analytics across all websites visit Google settings here:

<http://tools.google.com/dlpage/gaoptout>

### YouTube cookies

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We embed videos from The Scout Association's official YouTube channel. YouTube may collect information to provide better services for its users which might influence the adverts you see online. You can find out more about how YouTube uses your data here: <https://policies.google.com/privacy>

## Google Analytics

Visitors to this website who have JavaScript enabled are tracked using Google

Analytics. Google Analytics collects the following types of information from users:

- 🌸 Type of user agent (web browser) used, software manufacture and version number.
- 🌸 Type of operating system
- 🌸 Screen colours (colour processing ability of the user's screen)
- 🌸 JavaScript support
- 🌸 Flash version
- 🌸 Screen resolution
- 🌸 Network location and IP address
  - Can include country, city, state, region, county, or any other geographic data.
  - Hostname
  - Bandwidth (internet connection speed)
- 🌸 Time of visit
- 🌸 Pages visited
- 🌸 Time spent on each page of the website
- 🌸 Referring site statistics
  - The website (URI) the user came through in order to arrive at this website (example: clicking on a hyperlink from Yahoo.com that took the user to this website)
  - Search engine query used (example: typing in a phrase into a search engine like Google, and clicking on a link from that search engine)

**This data is only used to optimise our website for our visitors.**

**This data DOES NOT include any personalised identification information such as:**

- 🌸 Names, Phone numbers, Email addresses, Mailing addresses, Bank account numbers, Credit card information

## **Do you need to do anything?**

Please respond by requesting the link to our online google form, from our secretary: [secretary@12thaylesbury-scouts.org.uk](mailto:secretary@12thaylesbury-scouts.org.uk).

In signing this form, you are acknowledging that you have read and agreed with the version of "Terms and Privacy" document and agree to 12<sup>th</sup> Aylesbury holding information regarding your Young Person, Yourself for the purposes of Scouting.

## **What if you object?**

If you decide that you want your information or that of your Young Person to be removed from our records then you have the right to request it to be removed, however, would need to discuss further how the 12th Aylesbury can provide adequate duty of care to support your child within the Scout Group.

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## Who to Contact?

If you would like any further clarification or wish to discuss this communication then please contact the Executive Committee, GDPR Representatives through [gsl@12thsylesbury-scouts.org.uk](mailto:gsl@12thsylesbury-scouts.org.uk) and [chair@12thaylesbury-scout.org.uk](mailto:chair@12thaylesbury-scout.org.uk)