

2nd Whalley Range Scouts Group Fair Processing / Data Privacy Notice

Our **Fair Processing Notice** describes the categories of personal data we process and for what purposes.

We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulations (GDPR).

1. Who we are

2/77th Manchester (2nd Whalley Range) Group of Scouts is a youth charity regulated as a member of the UK The Scout Association incorporated by royal charter. We are registered with the UK Charity Commission registration no. 521608. See <http://scouts.org.uk> for more information.

Every year we hold an annual general meeting where members of the charity executive are elected. Any parent of a youth member can stand to be on the Executive Committee at the AGM and every parent has the right to attend the Annual General Meeting. More information about our policies and meetings can be found on our website: www.2ndWhalleyRangeScouts.org.uk

We are based at the Scout Hut, **7 Egerton Road South, Manchester, M21 0YP**.

2. Your rights

We hold personal data on our members as we have a legitimate interest in requiring this information to ensure the wellbeing of all whilst in the care of the Scout Group. You have the right to object to how we process your/ your child's personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we hold on you / your child. In addition, you have a right to complain to us and to the data protection regulator.

Please contact a leader or the group scout leader for more information, in the first instance.

You can view and edit your personal information directly via the third party online membership systems – **Online Scout Manager** "OSM" (children) and **Compass** (Adults).

3. How we gather personal information

The majority of the personal information we hold on you is provided to us directly by parents / legal guardians or yourself in either paper form or via our online membership systems. In the case of an adult member, data may also be provided by third party reference agencies, such as the Disclosure and Barring Service (DBS) via The Scout Association and their provider – Atlantic Data Ltd.

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

Once a year we gather information about our members for the annual Scouts Census. Information about our Group is collated at section level. As part of this process we will ask you to provide data on the race / ethnicity of your child via Online Scout Manager. This information is anonymised at Section level by OSM and we do not see or store this information in relation to individual children.

4. How we use your personal information

We collect personal and medical information for the protection of young people whilst in the care of the Scout Group.

The collection of a person's religious is utilised to respect their beliefs with regards to activities, food and holidays.

We process the data to have the ability to contact the member, parents and guardians, to inform them of meetings and events that the group may be running or attending.

5. Our legal basis for using your personal information

We only use your personal information where we have a legitimate interest that is permitted by the laws that protect your privacy rights. We only use personal information where:

- a) We need to use the information to comply with our legal obligations.
- b) We need to use the information to contact you, regarding meetings, events, membership fee's etc, i.e. for the day to day running of the group.

- c) it is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you.

6. Sharing and transferring personal Information

We will only normally share personal information within our Scout Group with leaders and executive committee where they have a legitimate interest in the information members.

We will, however, share your personal information with others outside 2nd Whalley Range Scouts Group where we need to meet or enforce a legal obligation; this may include Manchester South Scouts District, Greater Manchester East Scouts County, The Scout Association and its insurance subsidiary "Unity", local authority services and law enforcement. We will only share your personal information to the extent needed for those purposes.

If you move from the 2nd Whalley Range Scouts Group to another scout group or explorer group we will transfer your personal information to them with your agreement.

We will never sell your personal information to any third party for the purposes of marketing.

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

7. Third Party Data Processors

2nd Whalley Range Scouts Group, employs the services of the following third-party data processors: -

- The **Scout Association** via its membership system "Compass" which is used to record the personal information of leaders, adults and parents who have undergone a Disclosure and Barring Service (DBS) check via their provider – Atlantic Data Ltd. https://compasssupport.scouts.org.uk/?page_id=59542
- **Online Youth Manager Ltd** (Online Scout Manager "OSM"), which is used to record the personal information, badge records, event and attendance records and Census data, etc. We have a data processing agreement in place with Online Youth Manager. More information is available at <https://www.onlinescoutmanager.co.uk/>
- Secure group use of **Microsoft Office 365** within the Scouts Greater Manchester East County for transfer and storage of any additional information and attendance lists for events in the county. <http://gmescouts.org.uk/>
- Images may be used on our Facebook page (2nd Whalley Range Scouts Group - a closed group) or our Group Website www.2ndWhalleyRangeScouts.org.uk. Personal data is not stored on those sites.
- Individual sections (Beavers, Cubs, Scouts and Explorers) may use other systems for communication with members, including, WhatsApp and Facebook Messenger. If you do not wish us to communicate with you using a particular system, please let us know. Group messaging may allow other members of the group to see your name, mobile number or other details. We will ask for your permission before adding you to a messaging group and if you do not wish to join group messaging or you want to be removed, please indicate on the application form or tell a Leader. Sections may still use WhatsApp or Messenger for individual communication where we are unable to use SMS, for example on camps.

8. How long we keep your personal information for

We will retain your personal information, throughout the time you are a member of 2nd Whalley Range Scouts Group.

We will retain your full personal information for a period of six months after you have left 2nd Whalley Range Scouts Group, and in a much more limited form (just name, badge and attendance records) for a period of up to 15 years (until age 21) to fulfil our legal obligations for insurance and legal claims.

We will also keep any Gift Aid Claim information for the statutory 7 years as required by HMRC (which may be beyond age 21)

9. Automated decision making

2nd Whalley Range Scouts Group does not have any automated decision-making systems.

10. Transfers outside the UK

2nd Whalley Range Scouts Group will not transfer your personal information outside of the UK, with the exception of where an Event is taking place outside of the UK and it is necessary to provide personal information to comply with our legal obligations, although generally such an event will have its own data collection form which will be securely held and disposed of after the event.

11. Data Storage

2nd Whalley Range Scouts Group is committed to the protection of your personal information.

We generally store personal information in one of two secure digital online database systems, where access to that data is restricted and controlled.

- **Compass:** - is the online membership system of The Scout Association, this system is used for the collection and storage of Adult personal data.
- **Online Scout Manager** is an online membership system run by Online Youth Manager Ltd, this is a secure membership database where we store the personal information of Adults and Youth members for the day to day running of the group.

12. Printed records and Event data

Paper is still used within 2nd Whalley Range Scouts Group to capture and retain some data for example the following: -

- Youth Membership Forms, Adult Application Forms and Identity Checking Forms (for DBS)
- Health and contact records update forms.
- First Aid / Incident report forms
- Gift Aid Collection forms.
- Events consent from parents.
- Events coordination with event organisers (including Risk Assessments)
- Award notifications/nominations

In the case of Joining forms, health and contact update forms, this information is securely held by the leader or waiting list manager, and transferred to our secure digital systems as soon as possible before the paper form is destroyed.

Gift Aid collection forms will be securely held by the Group's Treasurer to aid in the collection of Gift Aid for your membership fee, and we have a legal obligation to retain this information for 7 years after our last claim.

First Aid / Incident report form data is stored for 7 years or until the young person becomes 21 years of age.

13. Events

As a member of 2nd Whalley Range Scouts Group it is hoped you will take up the opportunity to attend events and camps. Where it is necessary to fulfil our legal obligations, we will be required to potentially have a less secure means to access personal information, such as printouts of personal contacts and medical information, (including specific event contact forms), 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/camp.

We will ensure;

- a) Transfer of paper is secure, such as physical hand to hand transfer.
- b) Paper forms are securely destroyed after use.
- c) Secure destruction will be through a shredding machine or supervised burning.
- d) Always keeping the paper records secure, especially when in transit, by using:
 - A lockable brief case.
 - A lockable filing cabinet if long term stored.
- e) If transferred to somebody, we will audit that they return them when the event is complete.

14. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact our Data Protection Lead at 2nd Whalley Range Scouts Group or email louise.crascall@mansouthscouts.org.uk. Additional information on policies and procedures may be found on our Website at www.2ndWhalleyRangeScouts.org.uk

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.

Reviewed: January 2019