

# Personal Information Form

## Youth Membership (Beavers, Cubs, Scouts and Explorers)

Dear Parent / Guardian,

**2nd Whalley Range Scouts Group** is a member of The UK Scout Association. All members of The Scout Association have a personal record which allows for the day-to-day operation of the movement and efficient communication amongst its members. These details include name, address, date of birth and contact information (such as phone numbers and email addresses). Details of Scouting progress, awards and badges, will also be kept. All information is held within 2nd Whalley Range Scout Group, but it may be shared within Scouting, including the UK Scout Headquarters, as detailed in our **Fair Processing Notice**.

New legislation came into force in May 2018 which covers the protection and processing of personal data. Adults and young people have the same rights under the General Data Protection Regulations. The GDPR covers paper-based, as well as computer-based information. Full details of how we collect, store, share and process data is detailed in our **Fair Processing / Data Privacy Notice** attached.

Certain information is classified by the law as "Sensitive Personal Data"; in a Scouting context, this may include information about your son's / daughter's:

- **Health** (to ensure we are prepared for medical emergencies, it is important that we hold relevant information).
- **Disabilities** (to ensure safe and enjoyable participation of your son / daughter in activities we need to know details of any disability or other support needs).
- Any **religious or similar beliefs** (this will help us ensure that we make appropriate arrangements, where necessary)

To hold this "Sensitive Personal Data", we need your explicit consent. This can be given by completing and returning the Membership Form overleaf.

The information requested will only be used in connection with your son's / daughter's membership of the Scout Movement of the United Kingdom. This will include membership management and communications.

In addition to this, we would also like you to consider **Gift Aid**. This allows us to claim back money you donate from the Government; this money is vital to our Scout group and costs you nothing extra. By reading the terms overleaf and ticking the Yes box, you could help us claim a considerable amount of money as Gift Aid which will help us maintain our hut and grounds and to buy new resources and equipment.

None of the information you provide will be passed on to third parties outside of the Scout Movement without your consent, although some data may be stored on third party systems, as detailed in the Fair Processing Notice. There is more information on the attached Fair Processing Notice. Policies and procedures, including the Fair Processing Notice, are also available for download from our Website at [www.2ndWhalleyRangeScouts.org.uk](http://www.2ndWhalleyRangeScouts.org.uk)

2nd Whalley Range Scouts Group, in common with many other Scout Groups, uses a third party run database (Online Scout Manager) to store and manage information on youth membership securely, and enable easy communication with parents. You will be sent an email by OSM when your child becomes a member. If you need a reminder of your login details, contact a Leader.

Once completed, please return this form to your section leader. This is very important should we need to contact you in the event of an emergency. It is your responsibility to update us should any of the details change. We will ask you to check your details annually, but you should inform us should any information change before then.

If you have any questions or concerns, please contact the **Group Scout Leader**, Louise Crascall at [louise.crascall@mansouthscouts.org.uk](mailto:louise.crascall@mansouthscouts.org.uk) or speak to a Leader.

The Executive Committee  
2nd Whalley Range Scouts Group  
7 Egerton Road South, Manchester, M21 0YP

# Personal Information Form

## Youth Membership (Beavers, Cubs, Scouts and Explorers)

Child Details	
Surname	
First Name(s)	
Home Address	
Postcode	
Date of Birth	DD / MM / YYYY
Gender	
Religion	<input type="checkbox"/> None <input type="checkbox"/> Prefer not to say

Explorers Only	
Telephone:	
Email:	

Doctor	
Doctor's Name and Address	
Telephone	

Your Contact Details	
<b>Please provide us with details of two adults who we can contact in an emergency and tick the box for your preferred means of correspondence.</b>	
Name	
Relation to Child	
Address (if different from child)	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Mobile	<input type="checkbox"/>
Email	<input type="checkbox"/>
Second Contact	
Name	
Relation to Child	
Address (if different from child)	<input type="checkbox"/>
Telephone	<input type="checkbox"/>
Mobile	<input type="checkbox"/>
Email	<input type="checkbox"/>

Other Information	
Known Allergies and Medical Conditions (e.g. Asthma or Epilepsy) Please give details of any emergency or regular medication	
Any Additional Physical or Emotional Support Needs (things that Leaders should be aware of, for example, physical disabilities, phobias, Autism / ASD, ADHD)	
Special Dietary Needs	

### Gift Aid

**Gift Aid allows us (2nd Whalley Range Scouts Group) to claim back a sum of money each year from the Government from the money you give us in subscriptions.**

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs), that I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I give. I will inform the Group of any changes in my tax circumstances which may affect Gift Aid.....Yes  No

### Consents

- I give explicit consent to the holding of information about my child's health, disabilities and religion/faith for Scouting purposes.
- I will inform the Scout Group immediately of any changes to the above information.
- I will accept that the Scout Group will be keeping information about my child's membership of the Scout Movement for Scouting Purposes in accordance with our Fair Processing Notice.
- I allow my child to be photographed during scouting events ..... Yes  No
- I agree to the Group sharing my phone number and name with other parents and members of the Group via a closed group on communication platforms, for example WhatsApp or Facebook Messenger ..... Yes  No
- **By signing below, I understand the above statements, the letter overleaf and the Fair Processing Notice. I agree to the holding of this information and understand the group will not pass information onto third parties without prior permission. The information I have provided is correct as of the date signed.**

Signed..... Date .....v1 1/19

# 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](http://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](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](http://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](mailto:louise.crascall@mansouthscouts.org.uk). Additional information on policies and procedures may be found on our Website at [www.2ndWhalleyRangeScouts.org.uk](http://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