



Scouts

**2/77th Manchester
(2nd Whalley Range)**

Welcome...

www.2ndWhalleyRangeScouts.org.uk

Welcome

Dear Parent/Guardian

We would like welcome you and your child to the **2nd Whalley Range Scouts Group**!

We are also known as 2/77th Manchester Group, are part of the Manchester South Scout District, and have been here as a Scout group since around 1922. One of the original founders was a Mr Blackstock, which is why you'll see "Blackstock's Own" on the name badge of our uniform. Today we have 100 young people age 6 to 18, meeting over 3 nights each week at the Scout Hut at the end of Egerton Road South.

We thought it would be useful to share with you some information to help your child (and you!) settle in. Please feel free to ask any of the leaders if you have any questions. Sometimes it can get hectic at the beginning or the end of an evening meeting, so if an email or phone call is better, please don't be shy in getting in touch. We also have a private Facebook page with photos, discussions and more information—search for **2nd Whalley Range Group**. We also have a website at www.2ndWhalleyRangeScouts.org.uk where you can find more information and links to forms and downloads.

Hopefully the information on the pages that follow are useful and will help your son/daughter feel welcome and enjoy a great time at Beavers, Cubs, Scouts or Explorers. Please do get in touch if you have any questions.

Very best wishes

Louise Crascall
louise.crascall@mansouthscouts.org.uk
Mobile: 07803 974 152
Group Scout Leader



Our Sections

We have four sections in the Group and we meet 3 nights a week:



BEAVERS

Age Range	Meeting	Leader(s)	Contact Details
6 to 8	Wednesday 6.30 to 7.30pm	Louise	07803 974 152 louise.crascall@mansouthscouts.org.uk
		Nicola	07949 788105

cubs

Age Range	Meeting	Leader(s)	Contact Details
8 to 10½	Thursday 6.30 to 8.00pm	Brian ("Chil")	0161 264 6507 / 07955 050 563 brian.royle@mansouthscouts.org.uk
		Julian ("Falcon")	07973 382 980 julian.beach@mansouthscouts.org.uk

SCOUTS

Age Range	Meeting	Leader(s)	Contact Details
10½ to 14	Wednesday 7.30 to 9pm	Sam ("Sticks")	07934 640 508 Sam.Humphrey@mansouthscouts.org.uk
		Richard	07765 668 313 richard.webster@mansouthscouts.org.uk

EXPLORERS (Chorlton Bees)

Age Range	Meeting	Leader(s)	Contact Details
14 to 18	Tuesday 8pm to 9.30pm	Tommy	07919 979 969 tommy.brown@mansouthscouts.org.uk

The age ranges above are guides, and the age that children move section depends on whether they are ready and whether there are available spaces.

Most sections have **WhatsApp** Groups to keep parents informed about activities and events. Ask your leader for details.

(Updated May 2021)

Events and Activities

As well as our weekly meetings, there are regular events that we organise each year. Some of these raise important funds to help maintain our hut or support activities. We send out messages in advance about these events via email, Facebook, WhatsApp or notice slips (but we do find pieces of paper have a funny way of disappearing and not always making it home!). So if you can make sure we have all your contact details (on the attached form) this will be really helpful. These events are run by our Leaders and/or Executive committee, and as parents, we'd love to have you involved.

Family camp: takes place over a weekend (1 or 2 nights, or just as a day visitor) in June. As the name suggests, it's a family affair with Beavers, Cubs and Scouts and their parents and siblings invited (Explorers often come along as helpers too). Each year we have a different theme (Harry Potter, Outer Space, Olympics, Robin Hood). We usually use a local Scout Camp (the last few years, Dunham Scout Camp, and there are lots of activities planned. It's always great fun and well attended, so do make sure you book in advance to secure a place.

Autumn Fayre: a fund raising event taking place in September, lots of traditional stalls and old-fashioned games. (The sun always shines on that day. Honest)!

Bonfire night: Another fundraiser, usually mid to end November to avoid clashes with other parties. As well as lots of games and performances from the kids, tickets include hot food and mulled wine, plus of course a huge bonfire and firework display.

Camps and Youth Hostel visits: Each section will also usually offer at least one or more opportunities each year for an overnight trip; for Beavers and Cubs this is often at a Youth Hostel or similar



Beavers visit to Pets at Home



Scouts Camp in Windermere



Bonfire Night

indoor accommodation, for Scouts and Explorers there are a number of camping events such as Technology Camp in October, Survival Camp, Expedition Badge Camps and Patrol Leader Camps.

Annual General Meeting: This is for the parents/guardians and is only once a year! We elect a new committee, with positions such as Chair, Secretary, and Treasurer, but mostly parents just agree to support the various events throughout the year; the fund raising activities and the family camp take place because of the dedication of our parents. We really hope you are able to give up a little of your time, just once or twice a year, to help support the Group.

We do try to keep the cost of camps, activities, uniform and other kit to a minimum, but appreciate that these request can sometimes mount up. There is financial support that we can apply for from the Scouting organisation. Please speak to your Leader, in confidence, and we will do our very best to support you.



Cubs Bike Ride



Autumn Fair - Face Painting



Games in our new building



Scouts Winter Hike



Family Camp

Subscriptions & Membership

We depend on subscriptions to keep our group running. Although all the Executive Committee and Leaders are volunteers, we still need to cover the running costs of our building, equipment and materials used for activities, insurance and our annual payment ("Capitation") paid to the Scout Association for District, County and national running costs.

Membership Subscriptions

We currently charge £11 per month (£132 per year) for each child.

We use the Scout Group management system **Online Scout Manager** to handle subscription payments. These are collected monthly by Direct Debit. Currently there is a direct debit for each child, so if you have more than one child attending the group you will need to set up multiple Direct Debits.

This system also allows you to pay for other activities, such as trips or camps within sections or Group activities like the Family Camp.

If you don't have access to a Bank Account or you can't set up a Direct Debit then please speak to a Leader and we will do our best to help.

Online Scout Manager (OSM)

As well as managing our subscriptions, OSM allows you to keep your child's information up to date, including contact details, medical information and any other essential information. Some sections also use OSM for booking activities and events.

You will be sent a link to OSM's Parent Portal when you first join a section within our Group. If you need a new link, let your Leader know and we will send you another.

Any data we hold on your child is governed by our Fair Processing / Data Privacy Notice, a copy of which is attached at the end of this document. If you have any questions, please speak to your Section Leader or contact Louise Crascall, the Group Scout Leader.



Cub Scouts Hostelling Weekend - Cave Visit

Uniform

Scout Uniform is compulsory at 2nd Whalley Range. Generally, this consists of a jumper or shirt and the Group Necker (blue and white for Beavers, Cubs and Scouts, blue white and yellow for Explorers). Scout trousers are preferred to jeans, but sensible clothes should be worn at all times (durable, comfy and not brand new). Shoes should be either trainers or unrestrictive walking shoes.

All sections may be awarded badges in recognition of their achievements. These should be sewn on to their shirt as shown in the pictures that follow.

Scout shirts can be bought from all Scout shops (many found online) and locally John Lewis or MCS Stores on Fog Lane in Didsbury:

<https://mcsstores.co.uk>

<http://shop.scouts.org.uk/>

<http://www.scout-and-guide-shop.co.uk/>

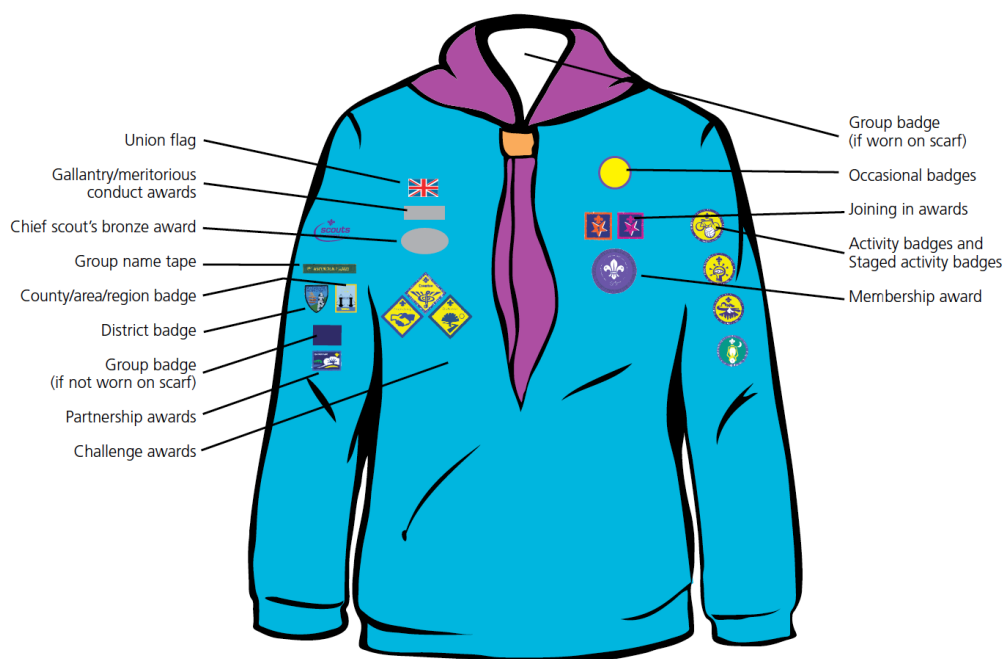
Used, (washed) and donated shirts are available from 2nd Whalley Range for a small donation or for free. Please ask about these.

Scout Leaders will give out Neckers and investiture badges when a new young person joins the Group and takes their promise; the investiture badges can then be taken off old uniforms and sewn onto a new uniform as they move through the sections. All neckers and badges are provided free; replacements due to losses can also be provided, however a small charge will be made. Some badges are carried across to the next sections, so if you move up from Beavers to Cubs you might already have an armful of badges right from the start! Your Leaders will tell you which type of badges this applies to.

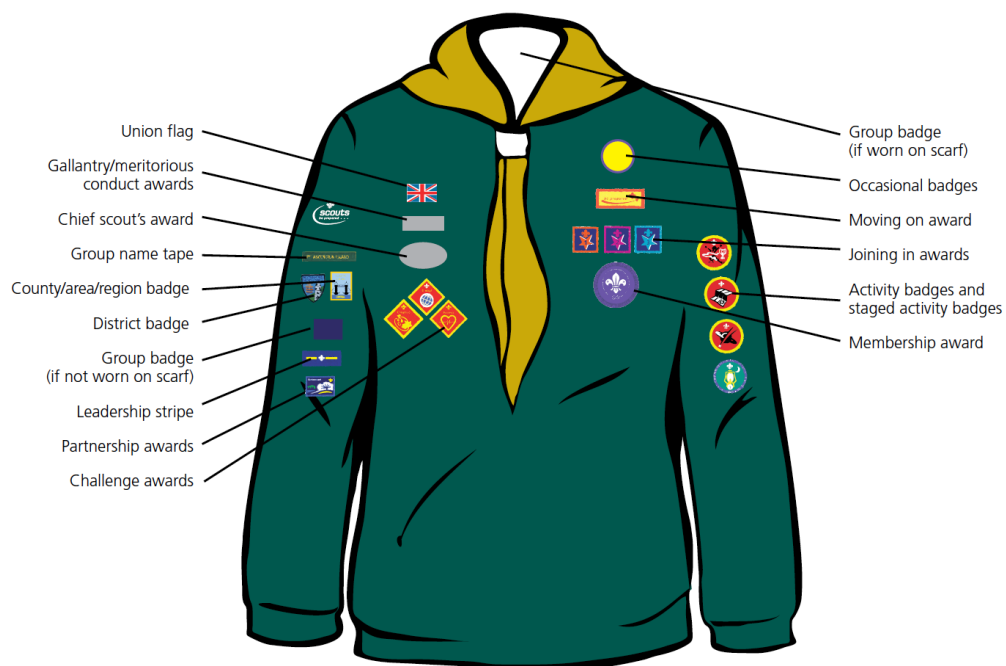
Camps and event days will have individual kit lists, which may include walking boots, sleeping bags, roll mats and small personal first aid kits.



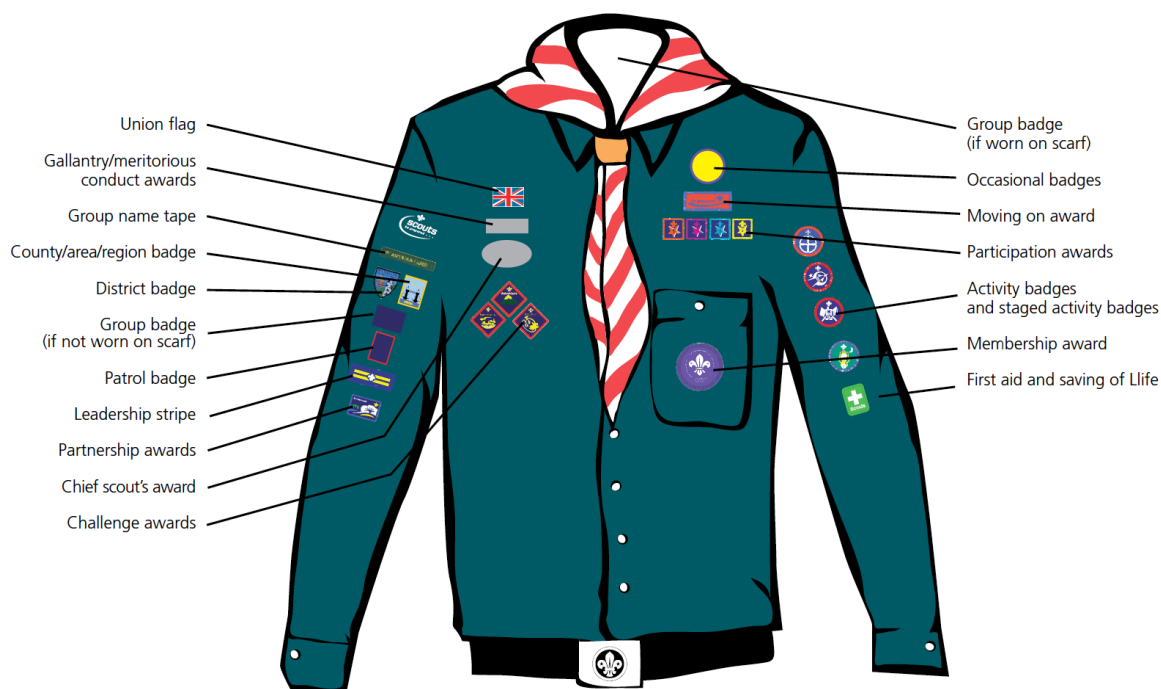
Beavers Uniform



Cubs Uniform



Scouts Uniform



Explorers Uniform



Neckers

The necker of Beavers, Cubs and Scouts is blue with a white border. The Explorers' necker has a yellow and white boarder.



Promises and Laws

In order to be invested, Beavers, Cubs, Scouts and Explorers need to learn the relevant promises and laws. There are different versions of the promise for different religions and for those with no religious belief, so please let your Leader know if you want us to use one of these.

The Beaver Scout Promise

I promise to do my best
To be kind and helpful
And to love our world.

Cubs Scout Promise and Law

Cub Scout Promise

I promise that I will do my best
to uphold our Scout values, to do my duty to The
Queen,
to help other people
and to keep the Cub Scout Law.

Cub Scout Law

Cub Scouts always do their best
Think of others before themselves
And do a good turn every day.

Scouts Promise and Law

The Scout Promise

On my honour, I promise that I will do my best
to uphold our Scout values, to do my duty to The
Queen,
to help other people
and to keep the Scout Law.

The Scout Law

A Scout is to be trusted.
A Scout is loyal.
A Scout is friendly and considerate.
A Scout belongs to the worldwide family of
Scouts.
A Scout has courage in all difficulties.
A Scout makes good use of time and is careful of
possessions and property.
A Scout has self-respect and respect for others..



Safeguarding

We take the safety of all the children and young people who attend the 2nd Whalley Range Scout Group and Chorlton Bees very seriously. It is the policy of The Scout Association to safeguard the welfare of all members by protecting them from physical, sexual and emotional harm. At the Whalley Range Scout Group and Chorlton Bees we support this through our health and safety and safeguarding policies.

Health and Safety

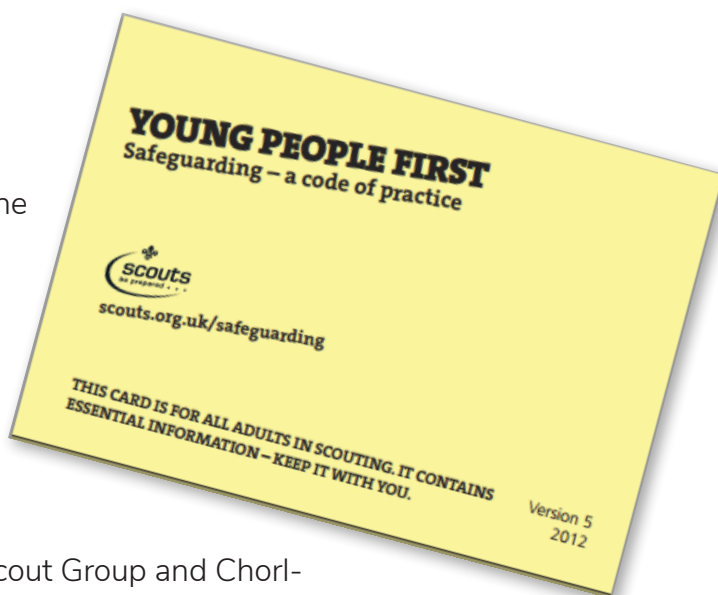
We offer children and young people a balanced program of activities that are exciting, interesting and challenging, and contribute to their physical and personal development. We undertake risk assessments of the activities and events we run to ensure that the risk of harm or injury is minimised. Our Leaders hold First Aid certificates.

There is a parent/guardian consent section in the application form at the end of this document that covers regular activities that we run in and around the hut. For some special activities, usually ones that take place away from the hut or outside of the normal group meeting times, we will ask parents or guardians to sign a specific consent form for that activity. This will include details of what the activity is, and the name and contact details of the leader or leaders running it.

The nature of the games that children and young people like playing means that occasional bumps and bashes are inevitable. If you are concerned about any injuries that your child has, or if she or he feels worried about the games then do speak to a leader, as we do change the program of activities to suit the interests of the young people.

Safeguarding

The Scout Association's child protection policy is known as the 'Young People First' policy. It's often referred to as the 'yellow card' policy because of the pocket sized reminder card all adult helpers and Leaders are asked to keep and carry with them. The 'Young People First' policy is held up as an example of best practice and praised by the child protection agencies. The Scout Association also enjoys the confidence and trust of thousands of parents who each week place their children in our care.



The Scout Association, the 2nd Whalley Range Scout Group and Chorlton Bees are committed to:

- Focusing on the interests and well-being of young people in events and activities
- respecting the rights, wishes and feelings of the young people
- taking all reasonable steps to protect them from physical, sexual and emotional abuse (including bullying)
- promoting the welfare of young people and their protection within a relationship of trust.

All Leaders and regular adult helpers are required to undertake criminal records checks by completing an Enhanced DBS (Disclosure and Barring Service) check. Only DBS checked adults can work unsupervised with children.

If your child or you have any concerns about safeguarding, please speak to a Leader or to Louise whose details are at the start of this document.

Volunteering

We depend on a whole range of people giving their time to enable us to run. As well as the Leaders who run the individual sections, we have an Executive Committee who help to ensure that the Scout Group runs effectively.

We would welcome your help with any time you have available to give. This does not mean a massive time commitment, although if you are able to give regular time, we can use it! Volunteering is a great opportunity to meet other parents, learn new skills or develop existing ones and most of all it is **fun**. Areas where you could help include:

- **An occasional helper** - come and help out in your young person's section (or another one if you would prefer). This could be as little as once per term at one of the regular sessions or perhaps a weekend camp and the more adults we have helping out in our sections, the more we can do.
- **Assistant Section Leader** - If you have time to give on a more regular basis, you could join a section's Adult Team (again, this doesn't need to be the one your young person attends). You would be provided with training and support to help develop your skills and knowledge and you would help plan and run the programme for the young people in the section.
- **Executive Committee Member** - if you don't fancy working directly with young people, we have a range of other opportunities. The Executive Committee keeps the Group running, from sorting out funding, managing the building and site to running events and activities. The Exec meets once or twice a term. If you have a particular interest, there are a few Sub Committees dealing with particular aspects of the running of the Group, such as the Lettings Committee, which coordinates the use of the building by other groups. There are also specific roles on the Exec that come up for election annually, including the main Trustee roles of Chair, Treasurer and Secretary.
- **Ad Hoc Support** - if you don't want the time commitment of an Exec role, there are always opportunities to get involved in the running of specific events or activities, such as regular clean-up days for the building or grounds, planning or helping out on particular events such as the Family Camp, the Spring Fair or Bonfire Night. We generally let people know about planned events or activities a few weeks or months in advance, so do help out if you can. If there is something you would particularly like to help out with, do let us know. Speak to a Leader, or get in contact with the Chair of the Executive Committee.

The Executive Committee

As of April 2021, our Executive Committee Officers consist of:

- **Chair** - Amanda Edwards
- **Treasurer** - Samantha Hills (samantha.hills@mansouthscouts.org.uk)
- **Secretary** - Claire Ballamy (claire.ballamy@mansouthscouts.org.uk)
- **Group Scout Leader** - Louise Crascall (louise.crascall@mansouthscouts.org.uk)

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

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 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	

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/fait 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..... Datev1 1/19

Your Contact Details	
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.	
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"/>

2nd Whalley Range Scouts Group

Fair Processessing / 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:

- We need to use the information to comply with our legal obligations.
- We need to use the information to contact you, regarding meetings, events, membership fees 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